

WILSON AREA
SCHOOL DISTRICT

SECTION: **STUDENTS**

**TITLE: STUDENT/ADVISOR MEAL
REIMBURSEMENTS**

Students and advisors who receive Board or administrative approval will be eligible for meal reimbursement while on trips for school activities that are deemed appropriate for such funding. Such trips must be of sufficient length to justify providing meal reimbursement.

When the number of participants is six or fewer, individual receipts must be provided pursuant to Policy #4133. If the number of approved participants exceeds six, the advisor or coach may use the attached reimbursement voucher and specified amounts for meals will be provided. These specific amounts will be established by the School Board and adjusted at the Board's discretion.

Meal reimbursement for coaches/advisors and student participants will be \$35 per person per day.

REIMBURSEMENT VOUCHER

**Trip/ activity/
conference:**

Location:

Date:

Number of Students:

Number of Advisors/Coaches:

Amount Per Individual:

Total Amount:

NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

NAMES

11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

I certify that the above names, information, and amounts are correct and funds have been disbursed accordingly and in compliance with Board Policy.

Advisor's Signature