

MEAL MONEY REQUEST FORM

EVENT	
LOCATION	
DATE	
EMPLOYEE RESPONSIBLE FOR CARD	

				Student					
		Departure	Return	Meal	Staff Meal	Student			
		Date (MO/DAY)	Time	Time	Allotment*	Allotment	Total	Staff Total	Extended
DAY ONE									
<i># of Staff</i>	<i># of Students</i>								
		Breakfast (Leave before 8:00)			\$ 8	\$ 12			
		Lunch (Leave before 12:00)			\$ 10	\$ 14			
		Dinner (Return after 7:00)			\$ 12	\$ 25			
DAY TWO									
<i># of Staff</i>	<i># of Students</i>								
		Breakfast			\$ 8	\$ 12			
		Lunch			\$ 10	\$ 14			
		Dinner			\$ 12	\$ 25			
DAY THREE									
<i># of Staff</i>	<i># of Students</i>								
		Breakfast			\$ 8	\$ 12			
		Lunch			\$ 10	\$ 14			
		Dinner			\$ 12	\$ 25			
DAY FOUR									
<i># of Staff</i>	<i># of Students</i>								
		Breakfast			\$ 8	\$ 12			
		Lunch			\$ 10	\$ 14			
		Dinner			\$ 12	\$ 25			
DAY FIVE									
<i># of Staff</i>	<i># of Students</i>								
		Breakfast			\$ 8	\$ 12			
		Lunch			\$ 10	\$ 14			
		Dinner			\$ 12	\$ 25			

TOTAL PO REQUEST

BUDGET CODE: _____

Meals are allowable at the actual costs for meals not to exceed the assigned allotment per meal (includes meal, gratuity & sales tax). The Student/Sponsor Certification Form must be submitted along with the Meal Money Request Form to substantiate meal money advances.