

# STUDENT TRIPS ANTICIPATED MEAL ALLOWANCE WORKSHEET



This form **MUST** be filled out and turned in with your travel form for approval.

Instructions: Fill in the dates that you will be away on the trip. This will also be used when you return and your settlement has been turned in for verification purposes. Student and sponsor lists must still be turned in and initialed for money to be given to them. There should be only one receipt and remember that the meal allowance includes any and all tips. The tips are NOT in addition to the meal allowance and must be shown on the receipt.

The meal allowances are as follows for both students and coaches/sponsors.

BREAKFAST: \$16.00

LUNCH: \$19.00

DINNER: \$28.00

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Employees; \_\_\_\_\_ Employees; \_\_\_\_\_ Employees; \_\_\_\_\_

Breakfast \$ \_\_\_\_\_ Breakfast \$ \_\_\_\_\_ Breakfast \$ \_\_\_\_\_

Lunch \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_

Students; \_\_\_\_\_ Students; \_\_\_\_\_ Students; \_\_\_\_\_

Breakfast \$ \_\_\_\_\_ Breakfast \$ \_\_\_\_\_ Breakfast \$ \_\_\_\_\_

Lunch \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_

Daily Total \_\_\_\_\_ Daily Total \_\_\_\_\_ Daily Total \_\_\_\_\_

GRAND TOTAL FOR ANTICIPATED MEAL ALLOWANCES \$ \_\_\_\_\_