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.
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. ________________________________________________________________

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