

### 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