

REQUEST FOR MEAL ADVANCE

Name: _____

Purpose of Trip: _____

Location & City: _____

Departure Date: _____ Time: _____ am pm

Return Date: _____ Time: _____ am pm

MEAL ADVANCE (WISD EMPLOYEE ONLY TRAVEL)

<u>DATE</u>	<u>BREAKFAST @ \$10</u>	<u>LUNCH @ \$12</u>	<u>DINNER @ \$20</u>	<u>TOTAL</u>	
_____	_____	_____	_____	_____	(\$42 max/day)
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

Budget Code: ____ - ____ - 6411 - ____ - ____ - x ____ TOTAL \$ _____

MEAL ADVANCE (WISD EMPLOYEE WITH STUDENTS TRAVEL)

<u>DATE</u>	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>TOTAL</u>		<u>TOTAL STUDENT</u>	<u>TOTAL EMPLOYEE</u>
_____	_____	_____	_____	_____	X \$12.00/meal =	\$ _____	\$ _____
_____	_____	_____	_____	_____	X \$12.00/meal =	\$ _____	\$ _____
_____	_____	_____	_____	_____	X \$12.00/meal =	\$ _____	\$ _____
					TOTAL	\$ _____	\$ _____

*****Attach list of travelers*****

Teacher Budget Code: ____ - ____ - 6411 - ____ - ____ - x ____ \$ _____

Student Budget Code: ____ - ____ - 6412 - ____ - ____ - x ____ \$ _____

TOTAL AMT OF CHECK: \$ _____

***** ALL UNUSED FUNDS SHOULD PROMPTLY BE RETURNED TO THE BUSINESS OFFICE *****

I certify that the above request is true and correct: _____ (employee signature)

ADMINISTRATOR APPROVAL:

Principal: _____ Business Manager: _____

MEALS:

WISD Employee Only Travel:

- Meals paid **ONLY** for school-related events that require an overnight stay.
- Meals **included as part of conference/workshop** may not be included in meal advance request.
- Meals prior to leaving or after returning to Weimar may not be included in meal advance request.
- Breakfast = \$10.00; Lunch = \$12.00; Dinner = \$20.00..... not to exceed \$42.00/day

WISD Employee with Students Travel:

- Regular Competitions (prior to Post-Distinct)
 - WISD will reimburse 1 day travel meal per day **ONLY** if sack lunches are ordered thru the WISD Cafeteria.
 - The Cafeteria will issue an invoice for the sack lunches. Complete a P.A. form, attach a list of travelers to the invoice and forward to Business Office for payment to Cafeteria.
 - Other options..... 1) self-pay, 2) Booster Club, 3) Activity Club.
- Post-District (*travel to games, UIL, sporting events, One Act Play, tournaments, etc.*)
 - \$12.00 per meal (both students and employees)
 - **Must attach** a list of travelers with request