

REQUEST FOR MEAL ADVANCE 2017 - 2018

Date Needed _____
 _____ Will Pick Up Check
 _____ Send Check to my Campus

Responsible Teacher: _____

Purpose of Trip: _____

Location & City: _____

Departure Date: _____ Time: _____ *am pm*

Return Date: _____ Time: _____ *am pm*

MEAL ADVANCE (WISD EMPLOYEE ONLY TRAVEL)				
DATE	BREAKFAST @\$9	LUNCH @ \$12	DINNER @ \$15	TOTAL
_____	_____	_____	_____	_____ (\$36 max/day)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Budget Code: _____ - _____ - 6411 - _____ - _____ - 8 _____				TOTAL \$ _____

MEAL ADVANCE (WISD EMPLOYEE WITH STUDENTS TRAVEL)						
DATE	BREAKFAST	LUNCH	DINNER	TOTAL	TOTAL STUDENT	TOTAL EMPLOYEE
_____	_____	_____	_____	_____ X \$9.00/meal =	\$ _____	\$ _____
_____	_____	_____	_____	_____ X \$9.00/meal =	\$ _____	\$ _____
_____	_____	_____	_____	_____ X \$9.00/meal =	\$ _____	\$ _____
Attach list of travelers					TOTAL \$ _____	\$ _____
TOTAL AMT OF CHECK: \$ _____						
Teacher Budget Code: _____ - _____ - 6411 - _____ - _____ - 8 _____					\$ _____	
Student Budget Code: _____ - _____ - 6412 - _____ - _____ - 8 _____					\$ _____	

**** 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 = \$9.00; Lunch = \$12.00; Dinner = \$15.00..... not to exceed \$36.00/day

WISD Employee with Students Travel:

- Regular Competitions (prior to Post-District)
 - 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.*)
 - \$9.00 per meal (both students and employees)
 - **Must attach** a list of travelers with request