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)

DATE	BREAKFAST @$10	LUNCH @ $12	DINNER @ $20	TOTAL	
_____	_____	_____	_____	_____	**($42 max/day)**
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

Budget Code: __ __ __ - __ __ - 6411 - __ __ - __ __ __ - x __ __ __ __ __   TOTAL . . . . . $_____

MEAL ADVANCE   (WISD EMPLOYEE WITH STUDENTS TRAVEL)

DATE	BREAKFAST	LUNCH	DINNER	TOTAL		TOTAL STUDENT	TOTAL EMPLOYEE
_____	_____	_____	_____	_____	X $12.00/meal =	$_____	$_____
_____	_____	_____	_____	_____	X $12.00/meal =	$_____	$_____
_____	_____	_____	_____	_____	X $12.00/meal =	$_____	$_____

Attach list of travelers   TOTAL . . . . . $_____ $_____

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