

## East End School District Meal Reimbursement Form

Employee Name: \_\_\_\_\_

Location and Event: \_\_\_\_\_

### IN STATE

Date	Meals			Total
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
	B (\$5)	L (\$8)	D (\$12)	
				Total:

circle all that apply

### OUT OF STATE

Date	Meals			Total
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
	B (\$7)	L (\$12)	D (\$16)	
				Total:

circle all that apply

**Policy 7.12**

Meals may be reimbursed for travel which necessitates an overnight stay when submitted according to the dictates of this policy. Reimbursement shall be prorated based on the percent of a day the employee is away on travel. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures. Except as otherwise specified by policy, meals shall be reimbursed at a per diem rate of:

- \* Out of state meals \$35.00 (\$7.00 breakfast, \$12.00 lunch, \$16.00 dinner)
- \* In state meals \$25.00 (\$5.00 breakfast, \$8.00 lunch, \$12.00 dinner)

Tips are not allowed if an employee is reimbursed using a "per diem" plan.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

Fund: \_\_\_\_\_

