

East End School District Meal Allotment 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 (adopted 8/11/14 board meeting)

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