STUDENT LEADERSHIP & ACTIVITIES
MEAL ALLOWANCE VOUCHER

Date ___________________

Organization ___________________________

Activity ______________________________________________________________________

Destination __________________________________________________________________

Departure Date _____________________________ Time ___________________________

Return Date ________________________________ Time ___________________________

I received $ ___________ for meals for the specified trip. *

I understand that the College is not responsible for any unauthorized expenditures, i.e.: phone calls, room service, movies, etc.

1. __________________________________ 7. __________________________________
6. __________________________________ 12. __________________________________
5. __________________________________ 11. __________________________________
4. __________________________________ 10. __________________________________
3. __________________________________ 9. __________________________________
2. __________________________________ 8. __________________________________
1. __________________________________ 7. __________________________________

* Groups may adjust the standard meal allowance downward according to funds available. The specified breakdown of money for each trip must be consistent for each student on the trip and must be documented on this form.

Meal money was allocated for each student for specified trip as follows:

_________ breakfasts @ $ _________ x _________ people =  $ _________

_________ lunches @ $ _________ x _________ people =  $ _________

_________ dinners @ $ _________ x _________ people =  $ _________

Total for each person =  $ __________

_________ Total persons @ $ _________ =  $ __________

_____________________________________________
Advisor’s Signature