

**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. _____

2. _____ 8. _____

3. _____ 9. _____

4. _____ 10. _____

5. _____ 11. _____

6. _____ 12. _____

* 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