

# Meal Money Voucher

Meal Money Advance: \_\_\_\_\_

P-Card or Purchase Order: \_\_\_\_\_

**Advisor/Coach:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

**Activity:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Per Diem Rate:** Breakfast \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_

(Per diem amounts may be found at <http://www.ofm.wa.gov/resources/travel/colormap.pdf> - for WA State, or [www.GSA.gov](http://www.GSA.gov) - for other states)

# of Students: \_\_\_\_\_ Amount Each: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

# of Coaches/Advisors: \_\_\_\_\_ Amount Each: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Total (not to exceed): \$ \_\_\_\_\_

**TRIP RECONCILIATION:** Amount returned from Coach/Advisor: \$ \_\_\_\_\_

Total Cost of Meals: \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Receipt Total: \$ \_\_\_\_\_

**Name:**

**Signature:**

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