

**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 =	\$ _____
	<b>Total for each person =</b>	<b>\$ _____</b>
_____ Total persons @ \$ _____	=	\$ _____

\_\_\_\_\_  
Advisor's Signature