Students and advisors who receive Board or administrative approval will be eligible for meal reimbursement while on trips for school activities that are deemed appropriate for such funding. Such trips must be of sufficient length to justify providing meal reimbursement.

When the number of participants is six or fewer, individual receipts must be provided pursuant to Policy #4133. If the number of approved participants exceeds six, the advisor or coach may use the attached reimbursement voucher and specified amounts for meals will be provided. These specific amounts will be established by the School Board and adjusted at the Board's discretion.

Meal reimbursement for coaches/advisors and student participants will be $35 per person per day.
REIMBURSEMENT VOUCHER

Trip/ activity/conference: 

Location: 

Date: 

Number of Students: _____ Number of Advisors/Coaches: _____

Amount Per Individual: _____ Total Amount: _____

1. ______________________ 11. ______________________
2. ______________________ 12. ______________________
3. ______________________ 13. ______________________
4. ______________________ 14. ______________________
5. ______________________ 15. ______________________
6. ______________________ 16. ______________________
7. ______________________ 17. ______________________
8. ______________________ 18. ______________________
9. ______________________ 19. ______________________
10. ______________________ 20. ______________________

I certify that the above names, information, and amounts are correct and funds have been disbursed accordingly and in compliance with Board Policy.

____________________________________
Advisor's Signature