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LPC ADMINISTRATIVE SERVICES | Student Group Meal Reimb. Form

This form is to be used to record and reconcile group meal(s) for conferences or field trips. The maximum reimbursement amount is based on the US General Services Administration (GSA.gov) per diem rate per person listed below. Names must be clearly printed and a wet signature is required.

A copy of the meal receipt(s), approved field trip form, the GSA.gov meal per diem page, and the conference agenda must be attached as backup documentation with a **Disbursement Request** (on InformedK12) for reimbursement.

Event Information			
Employee Name:		**Event Name:**	
Event Date:	-	**Event Location:**	

PER DIEM				
Meal	**Rate**	**# Days**	**# Attendees**	**Amount**
Breakfast				$ 0.00
Lunch				$ 0.00
Dinner				$ 0.00
			Maximum Reimbursable Amount:	$ 0.00

#	Print Name	Signature	#	Print Name	Signature
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Notes: