

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 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					
Lunch					
Dinner					
Maximum Reimbursable Amount:					
#	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		