

LPC ADMINISTRATIVE SERVICES | Meal Allowance Form

This form is to be used to record and reconcile information for a meal allowance check. Checks must be requested through a Disbursement Request form **prior** to filling this form out. Any additional amount owed to the employee must be requested on a Disbursement Request form or Conference Expense Claim form (depending on the travel). Any unused funds must be returned to Administrative Services by check (payable to Las Positas College).

Check Information					Event Information		
Employee:					Event Name:		
Check Number:					Event Date:		-
Check Amount:					Location:		
PER DIEM		REQUESTED			ACTUAL		
Meal	Rate	# Days	# Attendees	Amount	# Days	# Attendees	Amount
Breakfast							
Lunch							
Dinner							
			Total:		Total:		
			Total Owed to <input type="checkbox"/> Employee / <input type="checkbox"/> LPC:				
#	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				