

LPC ADMINISTRATIVE SERVICES | Student Meal Advance Form

This form is to be used to record and reconcile a meal advance check for travel. Checks must be requested on a Disbursement Request form and **received by Administrative Services 3 weeks prior to the event**. Any amount owed to the employee may be requested on a Disbursement Request form or Conference Expense Claim form (depending on the type of travel) via InformedK12. Any unused funds must be returned to Administrative Services by check (payable to Las Positas College). **Note: Your meal coverage cannot exceed the GSA.gov rates for the event location.*

Check Information				Event Information		
Employee:				Event Name:		
Check Number:				Event Date:	-	
Check Amount:				Location:		
REQUESTED				ACTUAL		
Meal Per Diem*	Rate	# Days	Amount	# Days	# Attendees	Amount
Breakfast:						
Lunch:						
Dinner:						
OR Flat Rate:						
Total # Attendees:			Total:			Total:
Total Per Attendee:	*BLD Per Diem OR Flat Rate, not both.			Owed to <input type="checkbox"/> Employee <input type="checkbox"/> LPC:		
#	Print Name	Amount Received		Signature		
1						
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#	Print Name	Amount Received	Signature
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