



FOOD Receipt Details

Submitted by

Date submitted

Use this form to provide details of all Food purchased.

Travel Expenses Reimbursement Administrative Procedure 513, states "The District shall reimburse employees for reasonable expenses incurred when travelling and working on District business."

Use form 513-01 for claiming the per-diem, or, where a PCard was used to pay for meals, use the per diem expense ceiling as a guideline.

Per Diem -	\$50.00
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

A. Why was food purchased?

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B. List of who food was purchased for. If students or non staff - state how many; names not needed. For employees state how many, and where amount/person is >\$10, provide all employees' names for "Financial Information Act" disclosure.

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Attach till receipt showing what was purchased and GST breakdown here.

Supervisor Authorization: _____