

**USD 210**  
**MEAL MONEY FOR ONE DAY TRIPS**

**This is a request for meal money for all one day trips only, not overnight trips. One day meal money will be added to your payroll check or direct deposit. Do not complete this form if a meal was furnished for you or was part of the registration fee.**

**This form must be completed by the staff member and approved by your building administrator after the date of the trip. Meal money for one day trips will not be given in advance of the trip.**

**This form does not replace the trip request. You must complete a trip request and have it approved in advance of each trip. Meal money for an overnight trip is requested on the trip request.**

Print Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of trip: _____	Location & Reason: _____	Number of meals: _____
Date of trip: _____	Location & Reason: _____	Number of meals: _____
Date of trip: _____	Location & Reason: _____	Number of meals: _____
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Date of trip: _____	Location & Reason: _____	Number of meals: _____
Date of trip: _____	Location & Reason: _____	Number of meals: _____
Date of trip: _____	Location & Reason: _____	Number of meals: _____

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date

**This form must be completed in full and submitted to Central Office. The meal money will be added to your next payroll. The Completed form must be in Central Office 8 days before the payroll date (1st or 15th) to be added to that payroll. Failure to complete this form in full or if the form is not in Central Office on time, will delay the payment of the above meals.**