

Hermitage School District

Tracy Tucker, Superintendent

P.O. Box 38

Hermitage, AR 71647

(870)463-2246 Telephone

(870)463-8520

TAXABLE MEAL REIMBURSEMENT

Today's Date _____

I request payment of the following meal ticket(s) purchased during school business trip that did not include an overnight stay. I understand that this payment will be taxable and included as wages on my W-2 earning.

Receipts may be held and payment made for the meal twice yearly.

Name _____

Social Security Number _____

Address _____

Name of Meeting _____

Amount _____

Signature _____

Supervisor's Signature _____

Daily Meal Reimbursement Rates (without receipt)

Breakfast	\$7.00
Lunch	\$11.00
Dinner	\$17.00