

KELSO SCHOOL DISTRICT #458

Taxable Meal Claim Form

Meals are taxable if they are not in conjunction with an overnight stay or when they are not an integral part of the meeting.

Name_____

Budget Code _____

Reimbursement shall be in accordance with Board Policy 6213P.

Complete this form and route in time for the Business Office to take receipt **no later than five (5) days upon return from trip or end of month.** Please attach documentation for the claim.

Date	Destination	Meals			Totals	Purpose of Trip
		Brkfst	Lunch	Dinner		
TOTALS:						

Due to Claimant_____

Supervisor's Approval _____

Supt/Designee Approval _____

Fiscal Approval _____

Taxable Meal Claims will be included in your payroll check.

I hereby certify under penalty of perjury that this is a true and correct claim as stated and that no other reimbursement has been received by me for this travel.

BO-053

Signature

Date