

**Sanford School Department Employee
Meals, Hotels & Incidentals
Business-Related Trip**

Employee's Name: _____

Employee's Address: _____

Department: _____

Purpose of Trip: _____

Dates of Travel: _____

Location: _____

Current IRS Per Diem Allowable Rates for Meals & Incidentals			
Breakfast:	\$17	Max	Trip must be business-related
Lunch:	\$18	Max	AND pre-approved. Detailed receipts are
Dinner:	\$34	Max	required AND must be submitted within
Incidentals:	\$5	Max	60 days.

<u>Date</u>	<u>Meal</u>	<u>Vendor/Hotel</u>	<u>Amount</u>	<u>Receipt</u>
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N
_____	_____	_____	_____	Y N

Total

Employee's Signature: _____

Director's Signature: _____