

SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT

MEAL REIMBURSEMENT CLAIM

Employee Name: _____ Date: _____

Conference Title: _____

Location: _____ Date: _____

| | MON | TUES | WED | THUR | FRI | SAT | SUN | Total |
|-----------------------------|-----|------|-----|------|-----|-----|-----|-------|
| Breakfast/\$16 (7am-9am) | | | | | | | | |
| Lunch/\$18 (10am-2pm) | | | | | | | | |
| Dinner/\$30 (5pm-7pm) | | | | | | | | |
| Total Expenses | | | | | | | | |

Board Policy 3350

For one day travel, meal reimbursement is considered a taxable fringe benefit per the IRS Code Section 132 and 262. Therefore, meal expenses for one day travel will be included in the employee's wages for Federal employment tax purposes. If hotel/conference provides breakfast with a protein, then breakfast will not be included in per diem allowance. If conference provides breakfast/lunch/dinner, then these will not be included in per diem allowance.

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

District Office Use:

| Fund | Resource | Y | Goal | Function | Object | Site |
|------|----------|---|------|----------|--------|------|
| | | | | | | |
| | | | | | | |

Approved by: _____ Date: _____