

WA State GEAR UP Cash Meal Allowance Form



Use this form to document **CASH** given to students/chaperones for meals on field trips and submit it with the A19 for backup documentation. **In the gray highlighted columns, each recipient must initial for each meal allowance received.** Chaperones given per diem instead of cash must complete a school district travel voucher. Refrain from including this information on this form. Do not use this form when purchasing a group meal and paying one bill. When traveling to King County, the student meal allowance for breakfast, lunch, and dinner is \$20 for each meal and \$5 for snacks; all other areas are \$15 for each meal and \$5 for snacks. Use a new form for each day of travel.

Date of Trip:

Destination:

	PRINTED STUDENT NAME	Grade	Breakfast (Insert Amt)	Lunch (Insert Amt)	Dinner (Insert Amt)	Snack (Insert Amt)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Chaperone signatures are required if they were provided a cash meal allowance.						
1						
2						
3						
4						
Totals:			\$	\$	\$	\$
Enter cash amount received:			\$			
Total distributed to chaperones and students:			\$			
Balance returned:			\$			

I confirm that the names listed above are an accurate roster of students/chaperones who received cash for meals. The student names have been entered in the portal to verify participation.

GEAR UP Advisor's Signature

Date