

# WA State GEAR UP Cash 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:** Click or tap here to enter text.

**Destination:** Click or tap here to enter text.

	PRINTED STUDENT NAME	Grade	Breakfast (\$15)	Lunch (\$15)	Dinner (N/A)	Snack (\$5)
1	Marcie Mills	12	mm	mm		mm
2	Kelly Keeney	12	KK	KK		KK
3	Beth Kelly	12	BK	BK		BK
4	Roxanne Encheff	12	RE	RE		RE
5	Feather Wagner	12	FW	FW		FW
6						
7						
8						
9						
10						
11						
12						
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14						
15						
16						
17						
18						
19						
20						
<b>Chaperone signatures are required if they were provided a cash meal allowance.</b>						
1	Mrs. Teacher	n/a	MT	MT		n/a
2	Mr. GEAR UP Advisor	n/a	GU	GU		n/a
3	Ms. Graduation Specialist	n/a	GS	GS		n/a
4						
<b>Totals:</b>			\$ 120	\$ 120	\$0	\$ 25
<b>Enter cash amount received:</b>			\$ 280			
<b>Total distributed to chaperones and students:</b>			\$ 265			
<b>Balance returned:</b>			\$ 15			

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