**Directions**: Use this form to document **CASH** given to students for meals on field trips and submit it with the A19 Invoice for backup documentation. **Each student and chaperone (if applicable) must sign for each meal allowance received.** Chaperones given per diem instead of cash must complete a school district travel voucher. Do not include this information in this form. Do not use this form when purchasing a group meal and paying one bill. King County student meal allowance is $20 and $5 for snacks; all other areas are $15.

**Date(s) of Trip:** Click or tap here to enter text. **Destination:** Click or tap here to enter text.

**Chaperone(s):** Click or tap here to enter text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **# of Students** | **Student Name** | **Grade Level** | **Breakfast ($15)** | **Lunch ($15)** | **Dinner ($15)** | **Snack: ($5)** |
| **Amount:** Click or tap here to enter text. | **Amount:** Click or tap here to enter text. | **Amount:** Click or tap here to enter text. | **Amount:** Click or tap here to enter text. |
| **Date:**Click or tap here to enter text. | **Date:**Click or tap here to enter text. | **Date:**Click or tap here to enter text. | **Date:**Click or tap here to enter text. |
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| 20 |  |  |  |  |  |  |
| **Chaperone Signatures – required if they were provided a cash meal allowance.** |
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| **Total:** |  |  |  |  |

I confirm that the names listed above are GEAR UP eligible students and the roster is accurate. The participants have been entered in the portal to verify participation.

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Coordinator’s Signature Date