

Pasco-Hernando State College
STUDENT MEAL LOG

This log must be completed for each separate trip taken by students. Students may have meals purchased up to the following increments: \$6.00 (breakfast), \$11.00 (lunch), and \$15.00 (dinner).

Activity or Event: _____

Location: _____

Date(s): _____

Student Group: _____

	Student Name	I.D. Number	Student Signature	Total Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

I certify that these students received these meal allowances for a total disbursement of: \$ _____

Signature of College Employee

Date

Specific Instructions for Preparation of the Student Meal Log. This form serves as verification of funds disbursed to students for meals while traveling on approved college related functions for Student Activities and Athletics.

Student Activities:

1. Complete the Activity or Event Name, the Location of the Activity, the Dates, and the Group that is traveling.
2. List all students' names, the I.D. Number, and the Amount you are requesting for their meals.
3. Submit a copy of the Student Meal Log with the applicable check request, the field trip request, and the travel approval request if not already submitted to Financial Services.
4. Obtain each student's signature on their applicable meal reimbursement on the Student Meal Log.
5. Sign and date the Student Meal Log form.
6. Forward the copy of the Student Meal Log complete with students' signatures to Financial Services upon completion of the trip, along with the reimbursement for other travel costs and all applicable travel receipts.

Athletics:

1. Complete the Activity or Event Name, the Location of the Activity, the Dates, and the Team that is traveling.
2. List all students' names, the I.D. Number, and the Amount you are requesting for their meals.
3. Submit the Cost Breakdown for Team Travel with the Team Roster, the applicable check request, the field trip request, and the travel approval request if not already submitted to Financial Services.
4. Obtain each student's signature on their applicable meal reimbursement on the Student Meal Log.
5. Sign and date the Student Meal Log form.
6. Forward the copy of the Student Meal Log complete with students' signatures to Financial Services upon completion of the trip, along with the reimbursement for other travel costs and all applicable travel receipts.