WCSD DOCUMENTATION FORM - MEALS PROVIDED FOR MEETINGS & EVENTS

Attach all meal receipt(s) to this form.

Schools may use district funds to cover the costs of two socials per year not to exceed the instate dinner per diem reimbursement amount per employee. Please check this box if this is one of the two annual socials paid with district funds. ☐

If meals are purchased for fewer than twenty people, please list the names of each person in attendance.

A list of names is not required for meetings or events where meals are purchased for twenty or more people. However, you will still need to indicate the approximate number of people who were in attendance.

Refer to Administrative Letter #85 for additional information regarding allowable meal purchases.

Purpose of meeting/event (please include sufficient detail to justify the meal as an appropriate use of district funds):

Date: **Start Time:** **End Time:**

ATTENDEES

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