



ONE DAY TRAVEL - MEAL REIMBURSEMENT REPORT

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| SRFC Document # |
| Voucher Number <small>Acctg Operations only</small> |

Employee Submitting the Travel Support Form: _____

Date meal charges occurred: ____/____/____

| (Print/Type LAST Name First) | PSU ID | MEAL* CHARGES | BUDGET CHARGED | FUND CHARGED | EMPLOYEE SIGNATURE |
|------------------------------|--------|---------------|----------------|--------------|--------------------|
| | | | | | |

Additional University employees whose meals appear on the above employee's Travel Support Form:

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|-----|--|--|--|--|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

INSTRUCTIONS:

- To be signed by each employee who is provided meals.
- Must be submitted with the *Travel Support Form* of the employee requesting reimbursement.

* These amounts will be added to "Wages, Tips, and Other Compensation" on Form W-2 in compliance with Internal Revenue Service Procedure 80-53.