

Wabash College

Meal Allowance Substantiation Form

The purpose of this form is to document the receipt and distribution of a group meal allowance, in accordance with Wabash College travel policy.

Attach the completed form to the Business Travel Expense Report, as supporting documentation for a Cash Advance.

Group Leader: _____

Travel Date(s): _____

Group Name: _____

Total Cash Advance: \$ _____

Print Name	Signature	Amount Received	Date
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
16.		\$	
17.		\$	
18.		\$	
19.		\$	
20.		\$	
Total Funds Disbursed		\$ -	

Group Leader's Signature: _____

_____ Date

Budget Manager's Signature: _____

_____ Date

