



Cowichan Valley School District

Food Receipt Form

| Submitted by |
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| Date on Receipt |
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Use this form to provide details of all Food purchased.

Travel Expenses Reimbursement Administrative Procedure 513, state:
"The District shall reimburse employees for reasonable expenses incurred when travelling and working on District business."

Use form 513-01 for claiming the per-diem, or, where a PCard was used to pay for meals, use the per diem expense ceiling as a guideline.

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|-----------|---------|
| Per Diem | \$50.00 |
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$25.00 |

A. Why was food purchased?

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B. Who food was purchased for?

If students or non staff, state how many; names not needed.

If employees state how many, and if amount is > \$10/person, provide employees' names for "Financial Information Act" disclosure.

- ☐ # _____ of Students/Non-Staff (do not name)
- ☐ # _____ of Staff/Employees (> \$10/person - list names)

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Attach the
till receipt
showing
what was
purchased

Vendor: _____

Total: \$ _____

GST: \$ _____

x

Supervisor Authorization

Site: _____