



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Request For Refreshments / Meal Reimbursement Informal & Formal District Meetings

Today's Date _____

Name _____ Location _____

Meeting Subject _____ Place _____

Date of Meeting _____ Time: From _____ to _____

Purpose of Meeting _____

No. of Persons Attending _____

- Type of Meeting: **Formal** (events or workshops arranged and conducted by district, county or other person or firms)
- Informal** (District staff and in-service meetings authorized in advance by Department Director)

Refreshments/Meals

Check box for type of expenditure requested:

- Refreshments
- Breakfast
- Lunch
- Dinner

TOTAL AMOUNT OF EXPENDITURE REQUESTED \$ _____

Program to be charged _____

- Reimbursement in excess of Informal Meeting amounts specified in Policy No. R728.6.1 may be authorized by Board of Education for formal meetings.
- Reimbursement cannot exceed the amounts specified for refreshment and meal expenses under Policy No. 728.6.2 Refreshments \$5.00 per person, meeting duration must exceed 1.5 hours. Meals \$10.00 per person, meeting duration must exceed 4 hours.
- *Receipts supporting all expenditures must be submitted with Request for Reimbursement.*

Dept/Site Admin. Signature

Superintendent or Designee Signature

Distribution: White, Canary, Pink - Supt./Designee White, Canary - Return to Requester White - Submit to Accounting