Cleveland Public Schools
MEAL EXPENSES
(Not Overnight)

The Cleveland Board of Education policy allows reimbursement for properly documented meal expenses incurred on approved trips.

According to IRS definitions (IRS publication 463), meal expenses that are reimbursed and do not require an overnight stay are to be recorded as compensation. These meal expenses will be paid through payroll and will be considered additional income and will be included on the employee's W-2.

This form should be completed as soon as possible after returning from the approved trip and the form should be turned in to the office of the principal/superintendent.
Proper itemized documentation MUST be attached to this form.

DATE(S): Beginning _____ Ending _____

TRIP DESTINATION: _____

PURPOSE OF TRIP: _____

MEALS $_____

MEALS $_____

MEALS $_____

MEALS $_____

MEALS $_____

Total $_____

The total above will be recorded as compensation.

_____ _____
Supervisor Signature Employee Signature

PO # _____
Coding: _____