

Mott Community College Club Per Diem Meal Expense

When traveling, meal expenses will be covered for any trips longer than one day at the college Per Diem rates. Total meal expense funds per day is \$28.

Name of Club _____

President of Club _____

Advisor of Club _____

Person Seeking Meal Expense Funds _____

Name

Address

City, State, Zip Code

Telephone Number

Nature of Trip _____

Dates of Trip _____

Per Diem Meal Expense			Number of People for Meal Expense		Number of Days		Meal Expense	
Breakfast	\$5.00	X	_____	X	_____	=	_____	
Lunch	\$8.00	X	_____	X	_____	=	_____	
Dinner	\$15.00	X	_____	X	_____	=	_____	
Total Meal Expense								_____

Signature of Advisor of Club

Date

Signature of Person picking up check

Date

Signature of Student Life Activities Coordinator

Date

Expense Acct. Category _____ Amount _____

Account Number _____

Req. No. _____ Date _____