

**Staple Itemized Receipts Here**

**MEALS JUSTIFICATION**

***The Meal Justification Form must be completed for all meal purchases associated with non-overnight travel. (For overnight travel, a travel voucher should be submitted instead.)   
Please see the WPS Meal Policy for additional information.***

| **Date of Event:** |  | |
| --- | --- | --- |
| **School/Department:** |  | |
| **Type of Event:** | * Conference * Meeting * Interview * Other   (please explain) | * In-service * Field Trip * Athletic event   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Hours of Event:** | Start Time: \_\_\_\_\_\_\_\_\_\_\_\_  End Time: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Meals were purchased for:**  **(check all that apply)** | * Employees * Students * Non-employees (please explain)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name(s) of Attendee(s):** |  | |
| **Reason for meal:** |  | |
| **Purpose of event:** |  | |
| **Benefit to Winchester Public Schools:** |  | |

**For Finance Department Use Only: □ Taxable** **□ Non-taxable**