

**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**