



In-District Meal Claim Form

Lincoln Center
Business Office
415 North 30th Street
Billings, MT 59101

Any time a meal expense is paid from any District account or fund, a claim form must be submitted to verify the nature of the business completed during the meal. Meal expenses include restaurant, catering, or food purchases made for staff. Expenses for meals within the District are not authorized unless it is necessary for the employee to conduct business during the meal. There shall be no reimbursement or payment by the District for the purchase of alcoholic beverages either within or outside of the District. For more information, refer to board Policy 7320.

Date of Meal or Food Purchase: _____

Nature of Business Conducted: _____

Purchased From:	1) _____	Cost: _____
	2) _____	_____
	3) _____	_____

***Itemized Receipts Required. Please attach.**

Budget code used for purchase(s): _____ - _____ - _____ - _____ - _____

List Each Individual Present and Job Title (Attach list if needed):

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |

Employee Name - Printed

Employee Signature

Date

Supervisor Name - Printed

Supervisor Signature

Date