

DRIVER'S MEAL EXPENSES

ITEMIZED/LEGIBLE RECEIPTS REQUIRED FOR EACH MEAL!

Please complete the table below using the rows to record daily expenses.

| DATE | BREAKFAST | LUNCH | DINNER | TOTAL |
|------|-----------|-------|--------|-------|
| | | | | |
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FOR STAFF USE ONLY

| EXPENSE | RATE | TOTAL |
|--|---------------|-------|
| Driving Hours | X \$15.00/hr. | |
| Driver's Meals | | |
| Driver's Round Trip Miles (if applicable) | X \$.655 | |
| Driver's Other Transportation Expenses (if applicable) | | |
| GRAND TOTAL DRIVER | | |

Driver Signature (required)

Date

PaRC Member Signature (required)

Date

PaRC Support Staff Signature (required)

Date