



**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 \$.67       |       |
| Driver's Other Transportation Expenses (if applicable) |               |       |
| <b>GRAND TOTAL DRIVER</b>                              |               |       |

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**Driver Signature (required)**

**Date**

**PaRC Member Signature (required)**

**Date**

**PaRC Support Staff Signature (required)**

**Date**