

# Idaho Falls School District 91

## Meal Documentation Form

According to the IRS, the value of meals eaten locally or during one-day travel may be taxable to the employee unless it meets certain criteria. Please complete this form to provide documentation for the purchase, ensure non-taxable purchases are not taxable to you, and provide more transparency with the use of public funds.

This form must accompany any receipt from a restaurant – whether a p-card receipt or a receipt submitted for reimbursement. As a protection to you, you may also want to attach this form to receipts for food purchased at a grocery store for a group meal. **As always, only itemized receipts are acceptable.**

***Just a reminder – the per person total cost of the meal including the tip should not exceed the allowance per meal of \$13 for breakfast, \$15 for lunch and \$26 for dinner.***

Name:

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Names of others in attendance. Please have the attendees sign in:

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Purpose of the meeting or the topic of discussion. Please attach an agenda if available:

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If the meal was eaten in a restaurant, why was the meeting held at a restaurant instead of the school?

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Please note that Federal Funds cannot be used to purchase food for employees.