University of New Mexico

Meal Money Log

All individuals receiving meal money during a trip MUST sign below, and indicate the actual amount received. ONLY sign when you actually receive the money. Use multiple forms if necessary. Also, by signing, individual certifies that they will not seek reimbursement for these meal expenses.

	DATE(S): _____ ☐ Breakfast ☐ Lunch ☐ Dinner	
Printed Name	Signature	Amount Received