

Safe Routes to School Meeting Summary Form

Please complete a separate form for each meeting or activity where food was served.

School Name(s): Ash EI, Cedar EI, Maple EI, Pine MS

Fiduciary Name: XYZ Public Schools
(if not school)

Meeting Date: 9/2/23

Meeting Start/End Times: 9:00 AM - 2:00 PM

Meeting Location: Ash Elementary

Meeting Purpose: SRTS staff and student kickoff

Mark this box when form complete

Receipt Date	Store/Vendor Name	Description of Refreshments/Meal Served	Amount
9/2/2023	Subway	Lunch for SRTS kickoff event	\$ 137.45

Enter this amount on Non-Personnel Detail=>

Total Food Cost **\$ 137.45**

of Attendees (or # Expected for Which Food was Planned) 45

Cost Per Person \$ 3.05

Is the cost per person equal to or below the allowable amount?

If unsure, consult SRTS Allowable Expenses for Food and Mileage document.

Yes
No