MEAL ALLOWANCE FORM AND PROCEDURE

Article V, Section 7 of the clerical union collective bargaining agreement provides for the $6.00 meal allowance for a union employee for the day when that employee works 10 or more hours with their supervisor's consent.

To receive the meal allowance the employee should complete the following form, have his/her supervisor sign it and return it to Human Resources for approval. No receipt for the meal will be required. A petty cash voucher will be provided to the employee for cashing at the University's student accounts department on either campus.

REQUEST FOR MEAL ALLOWANCE

PLEASE PRINT

Employee Name: _____

Department: _____

Supervisor's Name: _____

Date of 10-hour work-day: _____ Start Time: _____ Ending Time: _____

Date of 10-hour work-day: _____ Start Time: _____ Ending Time: _____

Date of 10-hour work-day: _____ Start Time: _____ Ending Time: _____

_____ _____
Employee's Signature Date Signed

_____ _____
Supervisor's Signature Date Signed

Approved HR _____ Date Voucher Issued _____

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