



**Student Meals per Diem
Cash Advance Form**

Disbursements Office

Please use this form to reconcile cash advances used for Student Meals per Diem. This form should be used as a receipt when reconciling the cash advance in Concur. Student signing below are acknowledging that they received the total amount of cash for their meals per diem.

Number of Days	Daily rate of per Diem	Total	Student Name (print)	Student Signature

Faculty/Staff responsible for reconciling the Cash Advance: _____

Total Cash Advance Amount: _____

Total Cash Advance Disbursed: _____