

**ASSOCIATED STUDENTS OF CERRITOS COLLEGE  
Meal Money (Per Diem) Advance**

**Event/Conference:**

**Check #:**

**Date(s) of Event/Conference:**

**Total Amount Issued:**

**Date Issued:**

**Advisor/Payee:**

**Total Amount Spent:**

**Account #:**

**Total Amount Returned:**

**Date Returned:**

**PO #:**

In the form below print the student's name, ID number, and the amount of meal money/per diem received (or receipts), with the student signature and date in the box provided as verification they received the funds. The Advisor is responsible for cashing the check advance and issuing funds to students. Any funds not used must be returned.

**The completed form must be returned to Fiscal Services no later than 5 days after the event/conference. Failure to do so will result in a hold for subsequent advances.**

#	Print Student Name (First & Last)	Student ID Number	Amount Received	Student Signature	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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18					
19					
20					
21					
22					
23					
24					
25					

**Signature of Person Submitting Report:**