

Company Name:

Payee:

Explanation of Business Purpose:

Amount:

Business Expense Classification: (Circle)

Meal

Entertainment

Date:

Time:

Place:

Name(s) of Attendee(s):

Business Relationship Between
Employee(s) and Guest(s):

Verification of Responsible Employee Attendee: (Signature)

1. To be completed when charging or reimbursing for meal and entertainment expenses.
2. All expenses that are submitted must be accompanied by original receipts taped to an 8 1/2" x 11" piece of paper. Credit card receipts must include both the itemized food and beverage receipt and the payment receipt (including gratuity).