



**Meals and Entertainment Form
PLEASE ATTACH RECEIPTS**

I am documenting the following expenses for a total of : \$ _____ **Date:** _____

Employee Name: _____ **Department:** _____

Business Reason: _____

Group Travel Meal **TA/TR Number:** _____

Date of Event: _____

Names of Individuals Involved:	Title and Affiliation (Speaker, Prof., Grad Student, etc.):	University/Company:

Expense Detail Section (itemized detail receipts must be attached):

Business Name (Provider)	Location	Date of Expense	Amount
Total			

I certify that t claimed are correct for the business reason stated above and were incurred in the performance of university business.

Employee Signature	Date	Supervisor Signature (one level above employee)	Date
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Exception/Alcohol Purchase Approval

I certify that it is in the University's best interest to approve an alcohol purchase or an exception to the Meals and Entertainment Policy.

Dean / Vice President Signature	Date
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