

# BUSINESS TRIP FOOD & BEVERAGE EXPENSE SHEET

Meal Expense Report & Reimbursement Form

EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DESTINATION \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

TRIP START DATE \_\_\_\_\_

TRIP END DATE \_\_\_\_\_

DATE	MEAL TYPE	ESTABLISHMENT / VENDOR	ATTENDEES & BUSINESS PURPOSE	RECEIPT	AMOUNT

Subtotal	
Tax & Tip	
<b>Total Due</b>	

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY (MANAGER SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_