

# CLIENT DINING AND TRAVEL MEAL EXPENSE TEMPLATE

Employee Business Expense Report

Employee Name  
Department  
Job Title  
Manager / Approver  
Travel Start Date  
Travel End Date  
Business Purpose  
Destination

DATE	TYPE	ESTABLISHMENT / LOCATION	ATTENDEES & AFFILIATION	BUSINESS PURPOSE	AMOUNT	RECEIPT

Total Travel Meals	
Total Client Dining	
Total Reimbursement	

Employee Signature Date

Authorized Approver Signature Date