

CONFERENCE & SEMINAR DINING REIMBURSEMENT FORM

Expense Report Template for Professional Events & Seminars

CLAIMANT & EVENT INFORMATION

EMPLOYEE NAME

DEPARTMENT

CONFERENCE / SEMINAR NAME

LOCATION (CITY, STATE/COUNTRY)

DATE RANGE OF EVENT

MEAL EXPENSE ITEMIZATION

DATE	MEAL TYPE	ESTABLISHMENT / VENDOR	BUSINESS PURPOSE / ATTENDEES	RECEIPT?	AMOUNT
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

Subtotal

Tips / Other

Total Claimed

Claimant Signature

Date:

Approver Signature

Date: