

CORPORATE MEETING MEAL EXPENSE LOG

Business Expense Substantiation Form

Employee Name:

Department/Unit:

Date of Event:

Location/Establishment:

City, State:

Project/Client Code:

Business Purpose:

ATTENDEES & AFFILIATION

Name	Title / Organization	Business Relationship

EXPENSE BREAKDOWN

Description	Subtotal	Tax & Tip	Total Amount
Total Meal Expense:			

Employee Signature

Date:

Authorized Approver Signature

Date:

