

EMPLOYER-PROVIDED CONVENIENCE MEAL EXPENSE REPORT

Section 119 Convenience of the Employer Substantiation

Employee Name:

Department:

Employee ID:

Manager Name:

Period Start Date:

Period End Date:

BUSINESS REASON FOR MEALS PROVIDED ON EMPLOYER'S PREMISES

Employee required to be on-call for emergencies during lunch/meal period.

Nature of business restricts employee to a short meal period (e.g., 30 mins) and cannot eat elsewhere.

Insufficient eating facilities in the immediate vicinity of the business premises.

Other business necessity (please specify in the details table below).

MEAL EXPENSE DETAILS

DATE	VENDOR / RESTAURANT	ATTENDEES (NAMES & TITLES)	SPECIFIC BUSINESS PURPOSE / NECESSITY	AMOUNT

Subtotal	
Tax	
Gratuify / Tip	
Total Reimbursement	

Employee Signature

Date:

Authorizing Manager Signature

Date: