

EXECUTIVE LUNCH EXPENSE REPORT

Business Meeting Meals & Entertainment

HOST INFORMATION

Employee Name:

Department:

Title / Position:

Email:

MEETING OVERVIEW

Date of Event:

Location / Venue:

Business Purpose:

Project / Client Code:

ATTENDEE REGISTRY

ATTENDEE NAME	COMPANY / ORGANIZATION	TITLE / ROLE	RELATIONSHIP (CLIENT/INTERNAL)

EXPENSE ITEMIZATION

DATE	DESCRIPTION (MEALS, BEVERAGES, CATERER, ETC.)	SUBTOTAL	TAX	TOTAL

PAYMENT METHOD

- Corporate Card
 Personal Card
 Cash / Out of Pocket

Itemized Receipt Attached

Subtotal	
Total Tax	
Gratuity / Tip	
Grand Total	

Employee Signature / Date

Authorized Approver Signature / Date