

BUSINESS CONFERENCE MEAL REIMBURSEMENT

Expense Report & Receipt Submission Template

EMPLOYEE & CLAIMANT INFORMATION

Employee Name:		Department:	
Job Title:		Manager/Approver:	
Email Address:		Submission Date:	

CONFERENCE & SEMINAR DETAILS

Event Name:			
Location:		Purpose of Travel:	
Start Date:		End Date:	

MEAL EXPENSE ITEMIZATION

Date	Meal Type (Breakfast/Lunch/Dinner)	Establishment / Vendor	Attendees & Business Purpose	Receipt Attached?	Amount (\$)
Subtotal:					
Tips / Gratuity / Taxes:					
Total Reimbursement Requested:					

Claimant Signature

Date

Manager / Approver Signature

Date

Instructions & Policy Guidelines:

- Original itemized receipts must be attached for all meal expenses submitted.
- Credit card payment slips alone are not acceptable without the detailed receipt.

3. Reimbursement is subject to company daily limits (per diem) for conference/seminar travel.
4. If claiming meals for multiple attendees, list all names and professional relationships in the "Attendees & Business Purpose" column.