

# BUSINESS TRIP MEAL EXPENSE REPORT

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Employee Name \_\_\_\_\_

Department \_\_\_\_\_

Destination / City \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Trip Start Date \_\_\_\_\_

Trip End Date \_\_\_\_\_

Date	Meal Type	Restaurant / Establishment	Business Purpose & Attendees	Payment Method	Receipt?	Amount
	▼			▼	▼	
	▼			▼	▼	
	▼			▼	▼	
	▼			▼	▼	
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	▼			▼	▼	
	▼			▼	▼	
	▼			▼	▼	
	▼			▼	▼	
<b>Total Meal Expenses:</b>						

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Employee Signature & Date

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Approving Manager Signature & Date