

CLIENT ENTERTAINMENT & DINING

Expense Claim Form (Payroll Reimbursement)

Important Submission Rules:

- All claims must be accompanied by itemized receipts. Credit card slips alone are not accepted.
- IRS regulations require reporting the names of all attendees and the specific business purpose of the meeting.
- Submit completed and approved forms to Payroll by the monthly processing deadline.

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

SUBMISSION DATE

MANAGER / APPROVER NAME

COST CENTER / GL CODE

EXPENSE DETAILS

Subtotal Total

Tax & Tip Total

Total Claim Amount

ADDITIONAL NOTES / COMMENTS

Employee Signature

Date: _____

Authorized Approver Signature

Date: _____

Payroll Department Signature

Date: _____