CORPORATE CLIENT MEAL RECEIPT LOG

Expense Template for Client Business Meals

Employee Name:		**Department:**	
Employee ID:		**Submission Date:**	
Manager/Approver:		**Period Covered:**	

DATE	ESTABLISHMENT & LOCATION	ATTENDEES (CLIENT NAME & CO.)	BUSINESS PURPOSE	NO. OF GUESTS	AMOUNT (INCL. TAX/TIP)	RECEIPT ATTACHED

Total Expenses	

EMPLOYEE SIGNATURE / DATE

AUTHORIZED APPROVER SIGNATURE / DATE