BUSINESS MEALS & ENTERTAINMENT TRACKER

Employee Name		**Department**	
Period Start Date		**Period End Date**	
Manager Name		**Submission Date**	

DATE	ATTENDEES & AFFILIATION	BUSINESS PURPOSE / TOPIC DISCUSSED	ESTABLISHMENT & LOCATION	PAYMENT METHOD	AMOUNT

Subtotal	
Tax / Tips (if itemized separately)	
Total Expense	

EMPLOYEE SIGNATURE

DATE

MANAGER APPROVAL SIGNATURE

DATE