

CORPORATE TRAVEL MEALS EXPENSE LOG

Detailed Record of Dining & Entertainment Expenses During Official Travel

Employee Name: _____ Department: _____
Title/Position: _____ Manager/Approver: _____
Destination/Trip: _____ Travel Dates: _____
Purpose of Travel: _____

Date	Meal Type (B / L / D / Ent)	Establishment Name & Location	Attendees (Names & Affiliations)	Business Purpose	Receipt? (Y / N)	Amount

Total Expense: _____

Employee Signature

Date

Authorized Approver Signature

Date

Submission Requirements:

- Itemized receipts must be attached for all transactions. Non-itemized credit card slips are not sufficient.
- For business entertainment dining, the names, titles, and company affiliations of all attendees must be documented above.
- Ensure all expenses comply with the corporate travel policy limits.