Expense Report: Board of Directors Meeting Meals

BOARD MEMBER NAME

COMMITTEE / OFFICE

EMAIL ADDRESS

MEETING DATE

MEETING LOCATION

SUBMISSION DATE

DATE	ESTABLISHMENT / RESTAURANT	ATTENDEES (NAMES & ROLES)	BUSINESS PURPOSE / SESSION	RECEIPT ATTACHED	AMOUNT

SUBTOTAL	
TIPS / GRATUITY	
OTHER / TAXES	
TOTAL CLAIM	

BOARD MEMBER SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE

Submission Guidelines:
Please attach itemized receipts for all food and beverage expenses. Under standard board policy, credit card slips alone do not suffice. All reimbursement requests should be submitted within thirty days of the board meeting.