CLIENT DINING EXPENSE SHEET

Business Meal & Entertainment Detail Record

EMPLOYEE NAME

DEPARTMENT

SUBMISSION DATE

PERIOD ENDING

DATE	ESTABLISHMENT	ATTENDEES (NAME & COMPANY)	BUSINESS PURPOSE / TOPIC	SUBTOTAL	TAX	TIP	TOTAL

TOTAL SUBTOTAL

TOTAL TAX

TOTAL TIPS

GRAND TOTAL

Compliance Requirements:

- Itemized receipts must be attached for all transactions exceeding established company limits.
- All client names, titles, and company affiliations must be clearly document in the 'Attendees' column.
- The specific business topic discussed must be detailed under 'Business Purpose'.

EMPLOYEE SIGNATURE DATE

AUTHORIZED APPROVER SIGNATURE DATE