

SEMINAR AND SUMMIT MEAL COST LOG

Expense Template for Conference and Seminar Meals

Event Name:

Organizer/Host:

Event Date(s):

Department/Cost Center:

Submitted By:

Submission Date:

DATE	MEAL TYPE	ESTABLISHMENT / VENDOR	NO. OF ATTENDEES	COST PER PERSON	TOTAL COST	RECEIPT (Y/N)	BUSINESS PURPOSE / NOTES

Subtotal	
Tax / Gratuity	
Total Expense	

Claimant Signature

Date

Authorized Approver Signature

Date

