

# TRAVEL MEAL REIMBURSEMENT REQUEST

Expense Template for Employee Travel Meals

---

## EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Department:

Manager Name:

## TRAVEL INFORMATION

Purpose of Travel:

Destination:

Departure Date:

Return Date:

## MEAL EXPENSE DETAILS

Date	Meal Type	Establishment / Location	Business Purpose / Attendees	Receipt Attached	Amount
<b>Total Reimbursement Claimed:</b>					

---

Employee Signature Date

---

Manager Approval Signature Date