

# MEAL & ENTERTAINMENT EXPENSE REPORT

Payroll Reimbursement Template

Employee Name:  
Employee ID:  
Department:  
Manager / Approver:  
Pay Period Ending:  
Submission Date:

Date	Category (Meal/Ent.)	Business Purpose / Description	Attendees / Relationship	Amount
<b>Total Reimbursement Requested:</b>				

**Important Note:** Itemized receipts must be attached for all transactions. Meal and entertainment expenses must list the names of all attendees and the specific business purpose to comply with tax guidelines and payroll reimbursement policies.

Employee Signature

Date:

Authorized Approver Signature

Date: