

# BUSINESS TRAVEL DINING REIMBURSEMENT

Travel Meals & Expense Report

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager / Approver: \_\_\_\_\_

Destination / City: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Trip Start Date: \_\_\_\_\_

Trip End Date: \_\_\_\_\_

DATE	MEAL TYPE	RESTAURANT / LOCATION	ATTENDEES & BUSINESS PURPOSE	RECEIPT?	AMOUNT
	<input type="text"/>			<input type="checkbox"/>	
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	<input type="text"/>			<input type="checkbox"/>	

**TOTAL REIMBURSEMENT**

\_\_\_\_\_

EMPLOYEE SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

APPROVER SIGNATURE

\_\_\_\_\_

DATE