

BUSINESS TRIP MEAL RECEIPT LOG

Expense Report Attachment

Employee Name:

Department:

Trip Destination:

Trip Dates:

Purpose of Trip:

Report Date:

Date	Meal Type	Establishment Name / Location	Attendees & Business Relationship	Payment Method	Amount	Receipt?

Total Meal Expenses

Employee Signature Date

Approver Signature Date

Instructions:

- Itemized receipts must be attached for all meals logged above.
- For business entertainment meals, list all attendees and their professional affiliation.
- Ensure expenses comply with the standard daily per diem limits.