

CONVENIENCE MEAL EXPENSE SHEET

Tax-Free Employer-Provided Meals (IRC Section 119)

Company Name:

Employee Name:

Department:

Submission Date:

Employee ID:

Period Ending:

EMPLOYER CONVENIENCE JUSTIFICATION

Meals were provided on the business premises for the convenience of the employer for the following reason(s):

Employee required to be on emergency call-back/standby during the meal period.

Nature of business restricts employee to a short meal period (e.g., peak business hours, continuous operation).

Insufficient eating facilities in the immediate vicinity of the business premises.

Other business necessity (specify below):

MEAL EXPENSE DETAILS

Total Reimbursement Claim:

Employee Signature

Date

Authorized Approver Signature

Date

To qualify as tax-free under Internal Revenue Code Section 119, meals must be provided on the business premises of the employer and for the convenience of the employer. Original itemized receipts must be attached.