

# WORKING MEAL EXPENSE TEMPLATE

Employer-Provided Convenience Meals Substantiation

EMPLOYEE NAME

DEPARTMENT

TITLE/ROLE

SUBMISSION DATE

PERIOD START DATE

PERIOD END DATE

## EMPLOYER CONVENIENCE JUSTIFICATION

Employee required to remain on-duty/on-premises during the meal period for operational reasons.

Meal provided to enable employee to respond to emergencies or urgent calls during the meal period.

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

Other business/operational necessity (Please specify details in Business Purpose below).

DATE	VENDOR / RESTAURANT	ATTENDEES (NAME & DEPARTMENT)	BUSINESS PURPOSE	AMOUNT

Total Expense Amount \_\_\_\_\_

EMPLOYEE SIGNATURE / DATE

AUTHORIZED APPROVER SIGNATURE / DATE