BUSINESS DINNER RECEIPT CLAIM SHEET

Expense Template for Business Meeting Meals

CLAIMANT NAME: _____ **DEPARTMENT:** _____

DATE OF CLAIM: _____ **EMPLOYEE ID:** _____

PROJECT/CLIENT: _____ **COST CENTER:** _____

MEETING & DINNER DETAILS

DINNER DATE: _____ **VENUE/LOCATION:** _____

PURPOSE OF MEETING: _____

ATTENDEES LIST

#	Name	Company / Title
1		
2		
3		
4		
5		

EXPENSE BREAKDOWN

Description / Items Purchased	Amount
Subtotal:	
Tax:	
Gratuity / Tip:	
Total Claim Amount:	

ORIGINAL RECEIPT ATTACHMENT

ATTACH ORIGINAL RECEIPT / PROOF OF PAYMENT HERE

Claimant Signature
Date:

Authorized Approver Signature
Date: