

CLIENT DINING & TRAVEL MEAL EXPENSE REPORT

Document for business travel and client entertainment reimbursement

EMPLOYEE NAME:

DEPARTMENT:

TITLE/ROLE:

MANAGER/APPROVER:

TRAVEL DESTINATION:

DATE RANGE / PERIOD:

DATE	CATEGORY	ESTABLISHMENT & LOCATION	ATTENDEES & BUSINESS PURPOSE	RECEIPT ATTACHED	AMOUNT
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		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>	

Total Travel Meals:	
Total Client Dining:	
Total Reimbursement:	

EMPLOYEE SIGNATURE / DATE

MANAGER APPROVAL / DATE