

EMPLOYEE CONVENIENCE MEAL REIMBURSEMENT LOG

Employer-Provided Convenience Meals Expense Template

EMPLOYEE NAME:

DEPARTMENT:

EMPLOYEE ID:

MANAGER NAME:

PERIOD START DATE:

PERIOD END DATE:

Important Policy Notice: This log must be completed to substantiate tax-free employer-provided meals furnished on the business premises for the convenience of the employer (under IRC Section 119 guidelines). Proper business reasoning and itemized receipts are required for all listed items.

DATE	BUSINESS REASON / EMPLOYER CONVENIENCE JUSTIFICATION	MEAL TYPE	VENDOR / RESTAURANT	AMOUNT	RECEIPT?
Total Reimbursement Requested:					

Employee Signature Date

Manager Approval Signature Date