

Travel/Entertainment Related Meal Expense - Irs regulations required the following:

- 1) the reason for the meal and business benefit expected to be gained;
- 2) the name and occupation or other information about the person(s) for whom the meal expense is being claimed in order to support the business-related nature of the meal.

To comply with these regulations we ask that you list each meal with the corresponding expense. Describe the place, persons present and business discussed for each meal.

Meals

(original itemized receipts must be attached for each meal over \$10.00)

Date	Meal	Business Purpose	With Whom/Explanation	Cost
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
	Breakfast			
	Lunch			
	Dinner			
Total				

ADDITIONAL COPIES OF THIS PAGE MAY BE ADDED FOR LONGER TRIPS.

Other Expenses

(Attach Original Receipts for All Items >\$25)

Date	Description	Amount
Total		