

Business Meal Expense Reimbursement Form

Employee Name

Department

Date of Meal

Business Purpose

Meal Details

Date	Location/Restaurant	Attendees	Meal Type	Amount (Currency)	Receipt Attached
<input type="text"/>	<input type="text"/>	<input type="text"/> List names	<input type="text"/> Bre <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/> Yes <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> List names	<input type="text"/> Bre <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/> Yes <input type="button" value="▼"/>

Total Amount

Employee Signature

Manager Approval

Important Notes:

- Attach original receipts for all expenses claimed.
- List all attendees and specify their relationship to the business purpose.
- Claims must comply with company travel and expense policy.
- Incomplete or unverifiable claims may result in rejection or delay in reimbursement.
- Submit the form within the required timeline after the business meal.