

# Business Meal Expense Documentation

Date of Meal:

Location/Restaurant:

Business Purpose:

Person(s) in Attendance and Company:

Total Amount Spent:

Receipt Attached:

## Attendees

Name	Company/Title	Relationship to Business

## Approval

Employee Name:

Signature:

Date Submitted:

## Important Notes

- Ensure all receipts are attached to this document for reimbursement.
- Clearly state the business purpose and relationship of each attendee.
- Incomplete documentation may delay approval or reimbursement.
- Follow your company's meal and entertainment expense policy guidelines.
- Submit expense documentation promptly after the meal event.