

Meals and Entertainment Expense Receipt

Sample Receipt Document

Date of Expense	2024-06-14
Employee Name	Jane Doe
Department	Sales
Purpose of Expense	Business lunch with client to discuss partnership
Location / Venue	The Olive Restaurant
Names of Attendees	Jane Doe, John Smith (Client), Lisa Brown

Description	Amount (USD)
Meals (Food & Beverages)	85.00
Tip	15.00
Other (e.g., parking, if applicable)	0.00
Total	100.00

Received By (Vendor/Restaurant):

Date: _____

Employee Signature:

Date: _____

Important Notes:

- Receipts should be attached when submitting this document for reimbursement or record-keeping.
- Clearly specify business purpose and list all attendees.
- Ensure expenses comply with company policy and allowable limits.
- Unauthorized or personal expenses must not be included.
- This receipt may be required for audit and tax documentation.