Biological & Agricultural Engineering

Business Meals/Food Collaboration Reimbursement Documentation

To Be Reimbursed/Paid to:  

Date and Place of Meeting:  

Business Purpose and Benefit of Meeting:  

Person or Group Attending:  

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<th>Names</th>
<th>Job Title/Company</th>
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Account/Project:  

Breakdown of Expenses:

- Business Meal/Non Alcoholic Beverage (expense code 6340): $  
- Snacks/meal at conference, seminar, or short course (expense code 6374): $  
- Snacks (non meal) at official event (expense code 6339): $  
- Catered meal (served by vendor) (expense code 6338): $  
- Alcoholic Beverage/s (expense code 6341): $  
- Voluntary Tip (prorate between food and alcohol expense code): $  
- Mandatory Tip (prorate between food and alcohol expense code): $  
- Tax (same expense code as food): $  

Total Amount of Reimbursement: $  

The total amount of alcoholic beverages (including prorated tips) is $__________.

I certify that this food and alcohol was purchased for the business purpose described above.

Reimbursee/Signature of Accountability  

Date

Revised 7/09  
BusMeals revised (2).xlsx