

# Meal and Entertainment Expense Report

Report Date

Employee Name

Department

Purpose of Event/Meal

| Date                 | Location/Vendor      | Description          | Attendees            | Amount               | Receipt Attached                        |
|----------------------|----------------------|----------------------|----------------------|----------------------|---|
| <input type="text"/> | <input type="button" value="Select ▾"/> |
| <input type="text"/> | <input type="button" value="Select ▾"/> |
| <b>Total</b>         |                      |                      |                      |                      | <input type="text"/>                    |

Employee Signature

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Date

Approver Signature

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Date