

Meal and Entertainment Expense Report

Report Date

Employee Name

Department

Purpose of Event/Meal

Date	Location/Vendor	Description	Attendees	Amount	Receipt Attached
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Select ▾
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Select ▾
				Total	

Employee Signature

Date

Approver Signature

Date