

# Meal Expense Report Example

Employee Name

Enter your name

Department

Enter department

Report Date

Purpose of Meal

Describe the business purpose

Meal Expense Details

Date	Meal Type	Location	Description	Attendees	Amount (USD)
<input type="text"/>	Bre <input type="button" value="▼"/>	Restaurant/Cafe	Business discuss	Names of attendees	<input type="text"/>
<input type="text"/>	Bre <input type="button" value="▼"/>	Restaurant/Cafe	Business discuss	Names of attendees	<input type="text"/>
<b>Total Amount</b>					<input type="text"/>

Additional Notes

Any further information

Employee Signature

Type or sign here

Date