



**THE UNIVERSITY OF AKRON**

**DRAFT**

**DOCUMENTATION FOR BUSINESS MEALS AND RELATED ENTERTAINMENT EXPENSES**

**THIS FORM ALONE IS NOT VALID FOR REIMBURSEMENT PURPOSES**

<b>Employee Name</b>	<b>Date Submitted (mm/dd/yy)</b>	<b>Department</b>

<b>Reference Document - CHECK THE APPROPRIATE BOX(ES)</b>	
<input type="checkbox"/> Travel Expense Report	<input type="checkbox"/> U of A VISA Card Review Date _____
	<input type="checkbox"/> Requisition/Contract Number _____

Date expense incurred (mm/dd/yy)	Vendor Name & Location of Event	Business Purpose	Name(s) and Business Association(s) of Each Participant(s)/Recipient(s)	COST

**INSTRUCTIONS**

Use this form to document all business meals and related entertainment expenditures.

This document must be attached as a supplemental form to any of the following UA standard payment or reimbursement request forms to provide proper documentation:

- 1 Travel Expense Report
- 2 Requisition/Contract Number

For VISA card purchases, this form must be attached to the Monthly Transmittal Log to provide proper documentation for internal review or audit.

<b>TOTAL EXPENSES</b>	<b>\$0.00</b>
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