

Report of Business Entertainment Expenses (Business Meals-etc.)

Business Meeting Establishment _____

Date Attended _____

Duration of Business Discussion _____

State briefly the nature of discussion and the business reason for the entertainment or nature of the business benefit derived or expected to be derived:

State the identity of those persons entertained who participated in the business discussion:

Employee Signature

Date

Attach this report with the receipts to the Employee Travel and Entertainment Report to receive reimbursement or to report on expense advances.