

BUSINESS MEAL RECEIPT FORM

DATE

BUSINESS DISCUSSION / PURPOSE OF MEAL

PLACE OF BUSINESS MEAL

☐ P-CARD ☐ REIMBURSEMENT

please attach all original itemized receipts | documentation required for all meals on or off-campus | alcoholic beverages must be charged to a discretionary account and have the approval of a Vice President, Deam or equivalent administrator. | there must be at least one non-OSU affiliated attendee to constitute a business meal.

ATTENDEE'S NAME	<input type="text"/>	DEPT / ORGANIZATION	<input type="text"/>
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NOTES

AUTHORIZING SIGNATURE _____

DATE