BUSINESS MEAL

TODAY'S DATE: _____ (PLEASE remember WHO, WHAT, WHEN AND WHERE)

NAME (Please Print): _____

DEFINITION OF A BUSINESS MEAL:

1. Must be at least two people present
2. Business must be discussed
3. There should be no "substantial distractions" (i.e. no nightclubs, theatres, or sporting events)

if external:

- Must include 1, 2, 3 above plus at least one individual present should be from outside the University and there must be an expectation of a business benefit (i.e. lunch with a professional candidate or with a potential donor

if internal:

- Must include 1, 2, 3 above plus the need for the meal (i.e. only time the committee could meet**)**

1. **Amount of the meal : $_____**
2. **Date of the meal: $ _____**
3. **Account # to charge: $ _____**
4. **Place (name and location) of the meal: _____**

   _____
5. **The reason for the meal and the nature of the business discussed:**

   _____

   _____

   _____
6. **If external, the names and business relationships to Clemson of the outside parties at the meal:**

   _____

   _____

   _____
7. **The names of employees at the meal (meals for employees cannot be paid from state, discretionary, or professional development funds). If necessary, attach additional list:**

   _____

   _____

   _____

_____

Signature Date

_____

Department Chair Date