



Business Meal Documentation Form – Please complete the following information when requesting reimbursement for a business meal. Also attach the receipt from the restaurant.

Date of the Meal: _____

Requestor Name: _____

Meal Location: _____

Amount of the Meal: _____

Business Purpose and Nature of the Business Discussed:

Name of all CU Employees that Attended the Meal:

Names of all Outside Individuals (non-CU Employees) and Their Relationship to CU:

Tape Receipts to this Section

Do not use highlighter
Do not tape over receipt details