

Banquet and Meeting Documentation Form

Purpose of form:

The purpose of this form is to provide sufficient documentation of business meal expenses.

Instructions:

Please attach this completed form to the Request for Payment (TCC 545) or Travel Voucher (TCC 399) being used for reimbursement.

Please process a reimbursement for \$_____ to (name)_____

for a business meal. Original itemized receipts are attached. Alcoholic beverages are not included in the reimbursement amount requested.

Purpose of banquet/meeting:

Individuals Attending:
