

# Supporting Document - Meals/Hospitality



## MEALS

### Internal personnel only in attendance

1. **Date of Meeting** \_\_\_\_\_
2. **People Attending** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Reason for Meeting Scheduled at Breakfast/Lunch/Dinner**  
\_\_\_\_\_  
\_\_\_\_\_
4. **Authorized Approval <sup>a)</sup>** \_\_\_\_\_

#### **Note:**

- a) *Preapproval is required for organized meetings (more than 4 people) where food is provided.*
- b) *All requests for reimbursement must have an itemized receipt attached.*
- c) *Alcohol is **not** reimbursable and alcohol costs will be deleted from reimbursement.*
- d) *Expenses for a group must be paid by the most senior person present.*

## HOSPITALITY

### External guest(s) in attendance

1. **Date of Meeting** \_\_\_\_\_
2. **People Attending** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Reason for Event**  
\_\_\_\_\_  
\_\_\_\_\_
4. **Authorized Approval <sup>a)</sup>** \_\_\_\_\_

#### **Note:**

- a) *Preapproval is required for organized meetings (more than 4 people) where food is provided.*
- b) *All requests for reimbursement must have an itemized receipt attached.*
- c) *Expenses for a group must be paid by the most senior person present.*