

Expense Report for Meals and Entertainment

<i>Date</i>	<i>Name of Person(s) Entertained</i>	<i>Amount</i>	<i>Place</i>	<i>Business Purpose</i>	<i>Business Relationship</i>	<i>Meal Cost</i>	<i>Enter- tainment</i>

I confirm that this information is true and correct, and that the expenses were business related.

Note: All receipts should be attached.

Employee: _____

Date: _____