

Visitor Meal Reimbursement Request Form

Complete and submit with every **ITEMIZED** receipt

(Must show items ordered, price for each, total, and proof of payment)

What is the purpose of the expense?

Date of Purchase:

How many people are you requesting reimbursement for?

List the names of those who attended that you are requesting reimbursement for:

Only attach receipts for those who are requesting reimbursement.

Make sure your receipts show the price breakdown per item, the number of items, and a secure method of payment.

Keep in mind that tipping is acceptable, but we only reimburse up to 20%.

See the example below:

