

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:

