



## Meal and Entertainment Expense Documentation

(For reporting Meal and Entertainment Expenses as required by the IRS)

Please complete this form and submit it to Accounts Payable along with the relevant invoice, credit card reconciliation or Travel Expense reimbursement form.

Use more than one form for multiple meal or entertainment expenses.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description (lunch, dinner, etc): \_\_\_\_\_

Amount (attached itemized receipt(s)): \_\_\_\_\_

Clark Related Purpose:

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**List All Attendees** : (If a group is readily identifiable, such as "faculty of Dept. A", the group and number of attendees may be noted instead of naming each and every individual. List "self" if no other attendees.)

Name

Relationship To Clark University

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Submitted By: \_\_\_\_\_  
(Please Print)

**Itemized receipt(s) must accompany this form.**