

## Business Meals Documentation

To comply with IRS regulations regarding business related meals this form should accompany all requests for reimbursement including purchase card transactions. The complete restaurant receipt should be included along with a specific business purpose, first and last names of participants. If there are more than twelve participants, you can refer to the group with a name as long as it is descriptive enough to identify affiliation.

Date of Meal:

TA# (If applicable):

Meal Amount:

Check Request# (If applicable):

Purchase Card Holder (If applicable):

Vendors:

If 13 or more what is the name of your group?

If 12 or less list names of BYU-I employees participating:

Names of University hosted guests and their business affiliation:

Business purpose of meal: