

**Business Justification for
Meals and Entertainment**

Business Purpose (Expected Benefit to the University): _____

Participant/Recipient	Title	Company/Institution
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Amount: _____

Date: _____

Place: _____

Type of Entertainment (if not apparent from the receipt): _____

Tips over 20% not allowable.

No alcohol was purchased.

Signature and Date