

## Business Meal Reimbursement Example

**This example shows how the supporting documentation for a business meal reimbursement should look.**

George Green – Reimbursement

Post-conference dinner with participants to discuss research collaboration and future publication (*Business purpose of meal*)

10/28/2016, Beyoglu (*Date, Location*)

Guest names and affiliations:

- George Green – ISAW
- Sarah White – Met
- Michael Brown – Met
- Nancy Blue – NYU
- Loren Gray – ISAW
- Gigi Black – ISAW
- Paul Frank – Johns Hopkins
- Jennifer Williams – Marquette
- Betty Smith – Boston University
- Seth Stein – University of Chicago
- Nick Reed – ISAW
- Sasha Fierce – ISAW
- Kate Perdeda – Met
- Faith Hill - NYU

**Guests including self: 14**

Total cost of food/tip: \$630.85

Total cost of alcohol: \$154.00

Total reimbursed to research: \$784.85

