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**
BEYOGLU
1431 Third Avenue
New York, NY 10028
212-650-0850
212-650-0849

10007 CAN

Check: 9391  Guests: 13
Table: 103-1
10/28/2016 08:29PM

1 OPEN FOOD 455.00
1 SEVILEN ROSE 30.00 *
1 RAKI FULL BOTTLE 60.00 *
2 PRIMITIVO 64.00 *
20% GRATUITY 121.80

SUBTOTAL: 609.00
Tax: 54.05
SVC CHG: 121.80

TOTAL DUE: $784.85

Thank you for dining at Beyoglu!

Credit Card:

Card #: XXXXXXXXXX03184
Chip Card: CHASE VISA
AID: A000000031010
Acc.: 0050
TC: U83679F60A001E801
SEQ #: 18
Batch #: 1176
INVOICE 18
Approval Code: 023918
Entry ‘Method’: Chip Read
Mode: Issuer

PRE-TIP AMT: $663.05
TIP: $121.80

TOTAL AMOUNT: $784.85

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