

College of Southern Idaho

Business Meal Form

Business meals should be accounted for by the employee/department who authorized the expenditure. IRS rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, agenda, and attendees at the meals. The College of Southern Idaho cannot pay/reimburse business meal expenses that lack proper documentation or a clear business purpose. Casual meals between employees do not qualify.

****NOTE: This form is required for meals purchased through SODEXO.**

Today's Date: _____

Employee Name: _____

Event Date: _____

Event Location: _____

Amount of Payment/Reimbursement: _____

Itemized list of people involved: Please attach additional names and affiliations if needed

Name

Affiliation

Event description and business purpose:

All requests for payment/reimbursement must be signed, and supported by original itemized receipts. Submit to the College of Southern Idaho Business Office for processing.

ACCOUNTS TO BE CHARGED

NAME AND ADDRESS TO MAIL CHECK

FUND	DEPT	ACCOUNT	PROJECT CODE	AMOUNT
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FUND	DEPT	ACCOUNT	PROJECT CODE	AMOUNT
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****Only fill out this portion if receiving a check.**

Signature of Claimant

Approval Signature