Meal Reimbursement Form			
Your Name:			
Restaurant Name:			
Receipt Date:			
Description:			
	•		
	Name	Title	University Employee?
Persons Present			
and Titles:			
	Total Cost of Meal:		Payment for Meal (excluding alcoholic beverages) reimbursable at twice that which is allowable by University travel policies. (SECTION 15.1 – Travel Regulations)
	Cost of Alcohol if Purchased:		Payment for Alcohol Only reimbursable on a Gift Account (SECTION 8 – PAYMENTS AND REIMBURSEMENTS)
	Total Less Alcohol:		
			-

Please tape itemized receipt and credit card receipt to a clean sheet of white paper and paper clip both sheets together to submit to the Business Office.

KCHBO Revised 08/23/2013