

# TEXAS ENGINEERING EXPERIMENT STATION

## Business Meals/Food Collaboration Reimbursement Documentation

To Be Reimbursed/Paid to: \_\_\_\_\_

Date and Place of Meeting: \_\_\_\_\_

Business Purpose and TEES Benefit of Meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person or Group Attending:

Names

Job Title/Company

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Account/Project: \_\_\_\_\_

### Breakdown of Expenses:

Business Meal/Non Alcoholic Beverage (expense code 6340): \$ \_\_\_\_\_

Snacks/meal at conference, seminar, or short course (expense code 6374): \$ \_\_\_\_\_

Snacks (non meal) at official event (expense code 6339): \$ \_\_\_\_\_

Catered meal (served by vendor) (expense code 6338): \$ \_\_\_\_\_

Alcoholic Beverage/s (expense code 6341): \$ \_\_\_\_\_

Voluntary Tip (prorate between food and alcohol expense code): \$ \_\_\_\_\_

Mandatory Tip (prorate between food and alcohol expense code): \$ \_\_\_\_\_

Tax (same expense code as food): \$ \_\_\_\_\_

Total Amount of Reimbursement: \$ \_\_\_\_\_

The total amount of alcoholic beverages (including prorated tips) is \$\_\_\_\_\_.

I certify that this food and alcohol was purchased for the business purpose described above.

\_\_\_\_\_  
Signature of Reimbursee/Attendee

\_\_\_\_\_  
Date