

**IDAHO STATE UNIVERSITY**  
**Business Meal/Entertainment Reimbursement Form**  
**(LOCAL FUNDS ONLY)**

**ONLY FOR REIMBURSEMENT OF BUSINESS MEALS CHARGED TO A LOCAL ACCOUNT.**

The University may pay or reimburse properly documented business meals where the primary purpose is a business discussion. Business meals are those where an ISU employee discusses University business with a non-employee or another employee over breakfast, lunch, or dinner. Business meals should be accounted for by the employee who paid for the expenditure. IRS rules on substantiation of business expenses require a receipt, documentation of the time, date, place, business purpose, and attendees at the meals. The University cannot reimburse business meal expenses that lack proper documentation or a clear business purpose.

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address or Campus Box: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - **20** Acct Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Itemized list of people involved:

Name

Affiliation

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

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Event description and business purpose:

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

All claims for reimbursement must be signed and supported by original receipts. Submit to the University Accounting Office at Stop 8219 for processing.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Signature of Department Director