

IDAHO STATE UNIVERSITY
Business Meal/Entertainment Reimbursement Form
(STATE OR GRANT FUNDS ONLY)

ONLY FOR REIMBURSEMENT OF BUSINESS MEALS CHARGED TO A STATE OR GRANT 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: _____ - _____ - _____ Acct Name: _____

Event Date: _____ Event Location: _____

Amount of Reimbursement: _____

Itemized list of people involved, if more than ten list group title and number of attendees:

<u>Name</u>	<u>Affiliation</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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