



## Business Meals Form

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 an itemized receipt, documentation of the time, date, place, business purpose, and attendees at the meals. The University cannot reimburse or pay for with a Pcard business meal expenses that lack proper documentation or a clear business purpose.

Today's date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

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

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

Purchase Amount: \_\_\_\_\_

Itemized list of people involved:

Name	Affiliation

Event description and business purpose:

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This completed form needs to be kept with Pcard receipt records.