



Business Meals and Entertainment Record

ATTACH RECEIPTS TO THIS FORM

Date			
Attendee(s)			
Location			
Description (<i>Check One</i>)	<input type="checkbox"/> Meal	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Gifts in Lieu of Lodging
Purpose			
Receipt Total (\$)			
Method of Payment (<i>Check One</i>)	<input type="checkbox"/> UC Check <input type="checkbox"/> UC Credit Card	<input type="checkbox"/> Personal Check <input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Cash

Date			
Attendee(s)			
Location			
Description (<i>Check One</i>)	<input type="checkbox"/> Meal	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Gifts in Lieu of Lodging
Purpose			
Receipt Total (\$)			
Method of Payment (<i>Check One</i>)	<input type="checkbox"/> UC Check <input type="checkbox"/> UC Credit Card	<input type="checkbox"/> Personal Check <input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Cash

Date			
Attendee(s)			
Location			
Description (<i>Check One</i>)	<input type="checkbox"/> Meal	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Gifts in Lieu of Lodging
Purpose			
Receipt Total (\$)			
Method of Payment (<i>Check One</i>)	<input type="checkbox"/> UC Check <input type="checkbox"/> UC Credit Card	<input type="checkbox"/> Personal Check <input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Cash

Date			
Attendee(s)			
Location			
Description (<i>Check One</i>)	<input type="checkbox"/> Meal	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Gifts in Lieu of Lodging
Purpose			
Receipt Total (\$)			
Method of Payment (<i>Check One</i>)	<input type="checkbox"/> UC Check <input type="checkbox"/> UC Credit Card	<input type="checkbox"/> Personal Check <input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Cash