Business Meal Documentation Form – Please complete the following information when requesting reimbursement for a business meal. Also attach the receipt from the restaurant.

Tape Receipts to this Section

Date of the Meal:

Requestor Name:

Meal Location:

Amount of the Meal:

Business Purpose and Nature of the Business Discussed:

Name of all CU Employees that Attended the Meal:

Names of all Outside Individuals (non-CU Employees) and Their Relationship to CU: