

Travel Meals & Incidentals Details (G-28)

LIST MEALS & INCIDENTALS DURING TRAVEL HERE. SUBMISSION OF RECEIPTS IS REQUIRED

Notes	Date	T&E Card	Personal Funds
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Carry over to Page 1 **Estimated Total M&I**

Date	Mode of Ground Transportation	From	To	T&E Card	Personal Funds
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$

Carry over to Page 1 **Estimated Total Ground Transp**

Business Entertainment Reimbursement Details (BUS-79)

FOR: MEALS THAT WAS PURCHASED FOR MEETINGS - NEED ATTENDEES, TITLE, AFFILIATION, JUSTIFICATION: WHAT WAS DISCUSSED

BUSINESS PURPOSE / JUSTIFICATION: _____ Number of Participants: _____

TYPE OF EXPENSE / BUSINESS MEAL: * _____

MAXIMUM AMOUNTS ALLOWED PER PERSON: BREAKFAST: \$27 - LUNCH: \$47 - DINNER: \$81 - LIGHT REFRESHMENTS: \$19

ATTENDEES: (Please attach list if needed)

Name	Title	Affiliation

Original itemized receipts required for all business entertainment expenses \$75 or more. Ref: Appendix A (BUS-79) Per Person Maximums (pg 21)

Business Entertainment Description	Date	T&E Card	Personal Funds
		\$	\$
		\$	\$
		\$	\$

Transfer these totals to Page 1 **Estimated Total Entertainment**

Comments/Notes: _____