



### 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: \$31 - LUNCH: \$54 - DINNER: \$94 - LIGHT REFRESHMENTS: \$22

**ATTENDEES:** (Please attach list if needed)

Name	Title	Affiliation

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

Transfer these totals to Page 1

**Estimated Total Entertainment**

Comments/Notes: \_\_\_\_\_