

## Business Justification for Meals and Entertainment

**Business Purpose (Expected Benefit to the University):**

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Participant/Recipient	Title	Company/Institution
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Type of Entertainment (if not apparent from the receipt):** \_\_\_\_\_

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**Tips over 20% not allowable.**

**No alcohol was purchased.**

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Signature and Date