

# MSE NCSU Meal Reimbursement Form

(For use with Personal Reimbursement for Small Purchases Form.  
Use additional forms as necessary.)

**Meals require an itemized receipt.** An Itemized receipt shows:

- > ...date and time of the meal
- > ...all that was purchased
- > ...the total cost
- > ...this receipt is usually given along with the credit card receipt and can be requested if not provided

**Alcohol is a reimbursable expense only if it is paid from an exempt account and has the proper College approval.** If you have an alcohol expense, fill out and include the Alcohol Memo, which is available on the departmental website.

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| <b>Breakfast/Lunch/Dinner:</b>                 |  |
| <b>Date/Location of Meal:</b>                  |  |
| <b>Account to Charge:</b>                      |  |
| <b>Purpose:</b>                                |  |
| <b>Participants (Names &amp; Affiliations)</b> |  |
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