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.

Breakfast/Lunch/Dinner:	
Date/Location of Meal:	
Account to Charge:	
Purpose:	
Participants (Names & Affiliations)	

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