

BUSINESS MEALS REIMBURSEMENT

**To comply with IRS Publication 463 sufficient evidence must be provided to support that a business meal was required to conduct university business.**

This form must accompany all requests for business meals reimbursement.

The complete restaurant receipt should be included along with a specific business purpose and the first and last names of participants. If there are more than 12 participants, you can refer to the group with a name as long as it is descriptive enough to identify affiliation.

Employee Name Requesting Reimbursement					
Employee Title:					
Employee Department:					
Date of Meal:		Time of Meal:		Total Reimbursement Requested	
Location of Meal:					
Business Purpose of Meal*:					
Allowable A-36 Section of the Food & Beverage Guidelines <b>(required)</b>					
Names & Titles of 12 or less URI employees participating.					
Name of group if 13 or more URI employees participating. Must reflect URI affiliation.					
Names of URI hosted guests and their business affiliation:					

- Refer to [Guidelines for Determination of Business Meals](#).
- Refer to [Food & Beverage Guideline A-36](#) for reimbursement guidelines.
- Receipts must be submitted, itemized and show proof of payment for reimbursement.
- This document must be attached to the Invoice Voucher.

\* The Controller's Office reserves the right to request additional information if the business purpose is not clear.