



DRAFT

Travel Meals & Entertainment Form

SAMPLE

Date:	October 30, 2006
Attendee(s):	John Doe / Barbara Smith / Bob Jones
Location:	Applebee's, Buffalo, NY
Description:	Dinner for Two
Purpose:	Discuss prospective gift
Receipt Total (\$)	40.00
Method of Payment	MasterCard

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	

ATTACH RECEIPTS TO THIS FORM

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	

Date:	
Attendee(s):	
Location:	
Description:	
Purpose:	
Receipt Total (\$)	
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Location:	
Description:	
Purpose:	
Receipt Total (\$)	
Method of Payment	