

INFORMATION IN SUPPORT OF BUSINESS MEALS OR ENTERTAINMENT

<p style="text-align: center; margin-bottom: 20px;">EMPLOYEE INFORMATION:</p> <p>Name _____</p> <p>Assoc # _____</p> <p>Department _____</p> <p>Date Sent To BW _____</p> <p>(BW ONLY): Date BW Received _____</p>	<p>Date _____ Amount \$ _____</p> <p>Place _____ Tip _____</p> <p>Type of Entertainment (if any) _____ Total \$ _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 50%;">NAME</th> <th style="width: 50%;">BUSINESS CONNECTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>Business reason _____</p>	NAME	BUSINESS CONNECTION																		
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INSTRUCTIONS:

1. This form must be submitted in support of all expenses for business meals or entertainment. Separate entries should be made for each occasion on which such expenses incurred.
2. Receipts must be attached for expenditures of \$25.00 or more and should be attached, when practical, for expenditures of less than \$25.00. Where necessary, split the amount portion above to agree with amounts appearing on individual receipts.
3. Information as to the business connection of the persons involved and the business reasons for meals or entertainment should be in sufficient detail to show clearly why such expenditures should be charged to the company.