

MEAL REIMBURSEMENT FORM

Please complete the Meal Reimbursement Form, attach original receipt (itemized too), and submit to the MIE Business Office immediately after each purchase. *Request submitted after 60 days becomes taxable income.*

Section 8 – Payments and Reimbursements See <https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-business-meals-refreshments> to determine the allowability of Business Meals and Refreshments.

Date Submitted: _____

Name/UIIN Number: _____

PI Name and Signature: (You may print e-mail approval on back of request if signature is not provided.)

Account Number to Charge: _____

Meal Date: _____

Company Name: _____

Total Amount: _____

Attendees/Affiliation: **Example: John Doe from Boeing**

Justification (Purpose must answer what, when, where, who, why and how it benefits University.):

