

# AUBURN UNIVERSITY

## Business/Guest Meals

Financial Reporting

321 Ingram Hall

844-4623

Please complete this form by providing all requested information to ensure business/guest meals are expensed in accordance with Auburn University Entertainment Policy. If you have any questions related to this form, please see the official Entertainment Policy (Including Guest Meals, Business Meals, Receptions, Gifts and Flowers) at:

<https://sites.auburn.edu/admin/universypolicies/Policies/SpendingPoliciesandProcedures.pdf>

Forms should be emailed to [finrptg@auburn.edu](mailto:finrptg@auburn.edu) or mailed to 321 Ingram Hall.

Department Name: \_\_\_\_\_

Date, Time & Place of Meal/Event: \_\_\_\_\_

Amount of Meal/Event: \_\_\_\_\_ Ticket Number: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

\_\_\_\_\_

### List Each Attendee and Relationship to Auburn University

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

If more space is needed, a separate list of attendees/relationship to AU may be attached to this form.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: An agenda of the business meeting/event should be attached as supporting documentation, if applicable.**