



**Brigham Young University
Travel Management Services**

Business Meals and Entertainment Documentation

The University needs to comply with IRS guidelines in the area of business related meals and entertainment. A specific business purpose, names of participants, and complete receipts are required for all reimbursement claims. This documentation should be included with your travel reimbursement request to justify this type of expense.

Travel Plan # _____ Travel Expense # _____

Hosting Date: _____

Amount of expense: \$ _____

Place: _____

Names of BYU employees participating in hosting event:

Names of University hosted guests and their business affiliation:

Business purpose of the meal or entertainment:

