TEXAS A&M ENGINEERING EXPERIMENT STATION

Food / Business Meals Documentation

To Be Reimbursed/Paid to: _____

Date and Place of Meeting: _____

TEES Benefit of Meeting: _____
(Provide Business Discussed/Conducted)

Person or Group Attending (attach list if needed):

Names	**Job Title/Company**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Account # _____

Breakdown of Expenses:

Subtotal on Receipt (all food and alcohol before tax and tip) $ _____

Total of Alcoholic Beverages (before tip and tax) $ _____

Total Tax $ _____

Total Tip $ _____

Total cost of the Food (see commodity code options below) $ _____

Total cost of the Alcohol (commodity code 50202200; subcode 6341) $ _____

Total Amount of Reimbursement: $ _____

I certify that this food and alcohol was purchased for the business purpose described above.

_____   _____

Signature (only if alcohol included)   Date

Below are the commodity code options for the food portion:

Business Meal -must list name of attendee / not group name   commodity code 99900036; subcode 6340

Catered food - must be served, not sponsored participants   commodity code 99900285; subcode 6338

Food purchased for sponsored participants   commodity code 99900044; subcode 6373
(excluded from MTDC)

Other Food   commodity code 99900284; subcode: 6339
(not catered/not business meal/not sponsored participant food)