

# REXIUS

## BUSINESS MEALS & ENTERTAINMENT FORM

(attach documents/receipts)

AMOUNT \$ \_\_\_\_\_ ACCT# \_\_\_\_\_ SUB ACCT# \_\_\_\_\_

LOCATION \_\_\_\_\_ DEPT # \_\_\_\_\_

PERSON(S) ATTENDING \_\_\_\_\_

\_\_\_\_\_

COMPANY \_\_\_\_\_ TITLE \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Expenses should be accompanied by appropriate documentation - names/business purpose  
(if no business purpose or documentation is provided, then the expense is taxable to the employee)