**Business Expense Template**

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| --- | --- | --- | --- |
| Name: |   | Department: |   |
| Employee ID: |   | Manager: |   |

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| **MEALS** |
| **PURPOSE OF EXPENSE** |  |
| **BUSINESS MEAL POLICIES** |  |
| **DATE** | **DESCRIPTION** | **AMOUNT** |
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| **ITEMIZED EXPENSES** |
| **DATE** | **DESCRIPTION** | **AMOUNT** |
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**\* REMEMBER TO ATTACH RECEIPTS \***

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| --- | --- | --- | --- |
| Requester Name: |   | Authorizer Name: |   |
| Requester Signature: |   | Authorizer Signature: |   |
| Date: |   | Date: |   |