



# Business Meal Expense Approval Form

## Instructions

**Payment with Procurement Card:** This form is not required. Include the information requested below in your P-Card Transaction Notes.  
**Payment for Catering Services:** Use Department Procurement Card and follow the P-Card Process. If P-Card used, this form is not required.  
**Payment with Personal Funds with Reimbursement Requested:** This form is required in addition to the standard reimbursement process.

## Contact Information

Name		Department	
Email		Phone	
Drexel Host			

## Meeting and Meal Information

Business Purpose of Meeting(s)			
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### Meal 1 - Meal Supplier:

Date		Total Cost		Alcohol provided during meal?	
Individuals Included in Meal		Business Relationship			

### Meal 2 - Meal Supplier:

Date		Total Cost		Alcohol provided during meal?	
Individuals Included in Meal		Business Relationship			

### Meal 3 - Meal Supplier:

Date		Total Cost		Alcohol provided during meal?	
Individuals Included in Meal		Business Relationship			

### Meal 4 - Meal Supplier:

Date		Total Cost		Alcohol provided during meal?	
Individuals Included in Meal		Business Relationship			

### Meal 5 - Meal Supplier:

Date		Total Cost		Alcohol provided during meal?	
Individuals Included in Meal		Business Relationship			

## Approval Signatures

Drexel Host	Date
Financial Administrator	Date
Dean/VP/SVP/EVP/President	Date