

# TEXAS A&M ENGINEERING EXPERIMENT STATION

## Business Meals/Food Documentation

To Be Reimbursed/Paid to: \_\_\_\_\_

Date and Place of Meeting: \_\_\_\_\_

TEES Benefit of Meeting: \_\_\_\_\_

Person or Group Attending (attach list if needed):

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

SL Account: \_\_\_\_\_

### Breakdown of Expenses:

Business Meal: \$ \_\_\_\_\_  
(NIGP 963-47; Subcode 6340)

Catered Food - conference/short course/trainings/etc. (Not sponsored participants): \$ \_\_\_\_\_  
(NIGP 961-15; Subcode 6338)

Food purchase - sponsored participants: \$ \_\_\_\_\_  
(NIGP 972-37; Subcode 6373)

Food purchase - not catered/not business meal/not sponsored participant food: \$ \_\_\_\_\_  
(NIGP 390-33; Subcode 6339)

Alcoholic Beverages: \$ \_\_\_\_\_  
(NIGP 660-05; Subcode 6341)

Tax on Food (Same NIGP and subcode as food type): \$ \_\_\_\_\_

Tax on Alcohol-Prorated if applicable (NIGP 660-05; Subcode 6341): \$ \_\_\_\_\_

Tip for Food (Same NIGP and subcode as food type): \$ \_\_\_\_\_

Tip for Alcohol-Prorated if applicable (NIGP 660-05; Subcode 6341): \$ \_\_\_\_\_

Total Amount of Reimbursement: \$ \_\_\_\_\_

The total amount of alcoholic beverages (including prorated tax & tips) is \$ \_\_\_\_\_.

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

\_\_\_\_\_  
Signature (only if alcohol included)

\_\_\_\_\_  
Date