

# Detailed Meal Expense Receipt Form

This **meal expense receipt form** sample provides a clear and organized template for tracking detailed food and beverage expenses. It includes sections for date, items purchased, quantities, prices, and total amounts to ensure accurate record-keeping. Ideal for personal budgeting or business reimbursement submissions, it simplifies meal cost documentation.

## General Information

Date	<input type="text"/>
Employee/Claimant Name	<input type="text" value="Enter your name"/>
Purpose/Comments	<input type="text" value="e.g., Client meeting, Team lunch"/>

## Expense Details

Item Description	Quantity	Unit Price	Total Price
<input type="text" value="e.g., Sandwich"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g., Coffee"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g., Salad"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Grand Total</b>			<input type="text"/>

## Signature & Verification

Claimant Signature	<input type="text"/>
Date Submitted	<input type="text"/>