

When submitting travel expense reports, a **restaurant receipt** is required as proof of dining expenses. This documentation ensures accurate reimbursement and compliance with company policies. Always retain and attach the original receipt to your report for verification.

<b>Delight Bistro</b>	
789 Broadway Ave	
Cityville, ST 12345	
(123) 555-7890	
Date: 2024-06-11	
Time: 6:48 PM	
1 x Grilled Salmon	\$22.00
1 x Garden Salad	\$7.50
1 x Iced Tea	\$2.50
<b>Subtotal</b>	<b>\$32.00</b>
Tax (8%)	\$2.56
Gratuity	\$5.00
<b>Total</b>	<b>\$39.56</b>
Server: <b>M. Smith</b>	
Payment: Visa 1245	
<i>Thank you for dining with us!</i>	

**Note:** Attach this restaurant receipt to your travel expense report as required documentation.