

Expense Claim Record Form

Business Meals

Use this **expense claim record form** sample to accurately document business meal expenses for reimbursement. It ensures all necessary details, such as date, participants, and amounts, are properly recorded. This form streamlines the approval process and maintains transparent financial records.

Date of Meal	<input type="text"/>
Location/Restaurant	<input type="text" value="Enter location or restaurant name"/>
Business Purpose	<input type="text" value="Describe business purpose"/>
List of Attendees	<input type="text" value="Name(s) and company(ies) of attendees"/>
Total Expense Amount	<input type="text"/>
Receipt Attached	<input type="checkbox"/> Yes
Remarks/Notes	<input type="text" value="Optional notes"/>

Employee Signature:

Date:

Approver Signature:

Date:

Note: All claims must be supported by original receipts. Claims without sufficient documentation may be delayed or denied.