

AUBURN UNIVERSITY

Business/Guest Meals

Financial Reporting

321 Ingram Hall

844-4623

Please complete this form by providing all requested information to ensure business/guest meals are expensed in accordance with Auburn University Entertainment Policy. If you have any questions related to this form, please see the official Entertainment Policy (Including Guest Meals, Business Meals, Receptions, Gifts and Flowers) at:

<https://sites.auburn.edu/admin/universitypolicies/Policies/SpendingPoliciesandProcedures.pdf>

Forms should be emailed to finrptg@auburn.edu or mailed to 321 Ingram Hall.

Department Name: _____

Date, Time & Place of Meal/Event: _____

Amount of Meal/Event: _____ Ticket Number: _____

Business Purpose: _____

List Each Attendee and Relationship to Auburn University

Name

Relationship

If more space is needed, a separate list of attendees/relationship to AU may be attached to this form.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Note: An agenda of the business meeting/event should be attached as supporting documentation, if applicable.