

BMCC - College Business Meal Form

The college may pay or reimburse properly documented meals whose primary purpose is a business discussion. To qualify as a business meal under this policy, the attendees must include at least one non-college employee whose presence is necessary to the business discussion. Meetings attended solely by college employees and gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals. However, food may be provided at meetings of college employees on an occasional basis. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion. The college will not pay or reimburse business meal expenses that lack documentation or a clear business purpose (please refer to the complete policy for more information).

IRS rules on substantiation of business expenses require the following documentation:

- a. Original, itemized receipt
- b. Time, date, and place of meal
- c. Business purpose
- d. List of attendees and their affiliation

Date and Time of meal:

Restaurant Name:

Meal Location:

Business Purpose (detailed):

Attendees (include affiliation):

Attach formal agenda (required for employee only business meals).

Purchaser Signature: _____

Date: _____

Forward to the College V.P. for Business and Finance any receipt that includes alcohol.