

# BUSINESS PURPOSE FOR TRAVEL & BUSINESS EXPENSE REPORT

PAYEE: \_\_\_\_\_ UNI: \_\_\_\_\_

DATE: \_\_\_\_\_

<p><b>WHAT</b> <i>Max. pp excluding tax &amp; tip: \$25 Breakfast \$35 Lunch \$50 Dinner \$100 for Workshop &amp; Recruitment</i></p>	<p>Amount for alcohol if consumed:</p>
<p><b>WITH WHOM</b> <i>NB: If meal was with less than 10 people, names of all attendees must be listed</i></p>	
<p><b>WHY</b> <i>Please provide supporting documentation (flyers, agenda, invitations, emails) as necessary</i></p>	
<p><b>WHEN</b> <i>NB: TBERS submitted past 120 subject to being considered taxable income by the University</i></p>	
<p><b>WHERE</b></p>	
<p><b>ACCOUNT</b></p>	