

BUSINESS PURPOSE FOR TRAVEL & BUSINESS EXPENSE REPORT

PAYEE: _____ UNI: _____

DATE: _____

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