MIT
Worksheet for Business Luncheons and Dinners

1. Account number: ________________________________
2. Date of Luncheon/Dinner: _______________________
3. Names of people attending (if larger than ten, use the name of the group attending):

4. Number of people attending: _______________________
5. Reason for meeting:

6. Topic of discussion or name of event:

7. Total reimbursement requested: ____________________

Signature: ________________________________ Date: _________

Send check to: ___________________________________________
__________________________________________
__________________________________________