

Worksheet for Business Luncheons and Dinners, and Other Events

1. **Date of meal/event**

2. **Number of people attending:**

3. **Names of people, or name of group attending:**
(please attach sign-in sheet if available) _____

4. **Reason for meeting and/or topic of discussion:**
(please attach agenda and minutes if available) _____

5. **Total Cost of luncheon/dinner/event:**

if charging an MIT account
7. **Account number to be charged:**

Signature: _____

Date: _____

Detail of expenses

8. *Cost of alcoholic beverages: G/L 421205*
(please attach signed approval forms)

9. *Cost of food and other beverages: G/L 421000*

10. *Cost of materials & supplies for meeting: G/L 421010*