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:

6. 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

08/22/00
dinner worksheet Rev1