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: _____
_____
_____