



# The Ohio State University – College of Arts and Sciences Business Meal Transaction Form

Business meals generally include at least one non-University employee; however, occasionally gatherings of University employees may also be defined as a University business meal. Expense may be incurred only for those individuals whose presence is necessary to the business discussion.

In addition to an itemized receipt, IRS rules on substantiation of business expenses require documentation of the time, date, place, business purpose and attendees at the meal. Please note that the documentation requirements apply to all on-campus and/or off-campus business meals, regardless of payment method. Accordingly, all on-campus dining facilities, including the Faculty Club, require this documentation for all meals charged to university accounts.

The University will deny reimbursement for meal expenses that lack proper documentation or clear business purpose. Gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals; however, occasional meals provided as part of a University function may be permitted. A detailed receipt must accompany this form. Sales Draft receipts or Credit Slips are not acceptable.

For information regarding serving alcohol at a University event, visit <http://legal.osu.edu/alcohol.html>.

**Date of Business Meal:** \_\_\_\_\_ **Vendor Name:** \_\_\_\_\_

**Detailed Purpose of Business Meal:**

**Attendees of Business Meal (use reverse side if necessary):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Method of Payment:** \_\_\_\_\_

**Host's Name (printed):** \_\_\_\_\_

**Host's Signature:** \_\_\_\_\_