

Business Meal Reimbursement Instructions

2020

Please fully complete this form, enclose ORIGINAL RECEIPTS and submit to: TBH-Business Service Center, 105 TBH, MC-614

For complete policy on Employee Business Meals go to:

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-business-meals-refreshments>

1. **Questions**, please contact Jen Frank at jenfrank@uillinois.edu
2. **CFOPAL**. Please provide the CFOPAL that the Business meal should be charged to. If more than one, please list and tell what percentage or amount you want charged to each CFOPAL
3. For the **Purpose** of Business Meal, please be specific and provide as many details as you can.
4. For **Business Meal**, please list break down of the expenses, Food/drink, Alcohol, Tip. Tax should be removed since we are a tax free organization.
5. If you went to several restaurants for the same justification/purpose, you can list the restaurant and date for each meal that you are seeking reimbursement for.

TBH-Business Service Center

611 E. Lorado Taft Drive | 105 Temple Buell Hall; MC-614
Champaign, IL 61820 | <https://faa.uillinois.edu/tbhbsc>

Business Meal Reimbursement Form

Full Name: _____

UIUC Email: _____

UIUC Status, check one: Employee Student Student Employee

CFOPAL to use:

Chart 1	Fund	Organization	Program
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Guest Affiliation (check one) Employees & Guests Employees & Students Employees only Guest only Student only

Purpose: Please provide a detailed reason for expense and benefit to the University, please supply Who, What, When, Where, & Why.

REIMBURSEMENTS SUBMITTED TO UNIVERSITY PAYABLES AFTER 60 DAYS MAY BE TAXABLE. PLEASE SUBMIT THIS FORM TO THE SESE BUSINESS AFFAIRS OFFICE WITHIN TWO WEEKS OF COMPLETED TRAVEL.

The University of Illinois is a Tax-Exempt Organization, so please be sure to ask for the tax to be removed.

Business Meals						
Date	Restaurant	Amount of People Attending	Food Amt.	Alcohol Amt.	Tip	Total
						\$
						\$
						\$
			\$	\$	\$	\$