

# SPONSORED RESEARCH SERVICES

## BUSINESS MEALS / FOOD / REFRESHMENTS DOCUMENTATION

SRS Account No.: \_\_\_\_\_

Total Amount of Expense: \_\_\_\_\_

The expense was paid by:

- Individual (Name): \_\_\_\_\_
- Itemized Receipt Attached
  - SRS Reimbursement Request Attached
  - Meeting Agenda Attached

The expense was paid by or billed to:

- Department / Other (Name): \_\_\_\_\_
- Departmental Invoice and Backup Documentation Attached (To Be Paid To Department)
  - Meeting Agenda Attached
- OR
- Itemized Vendor Invoice Attached (To Be Paid To Vendor)
  - Meeting Agenda Attached

Business Purpose of Meeting / Function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Individuals Attending Function:

Job Title / Company Affiliation:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

• Costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation and gratuities) are unallowable (OMB Circular A-21, Section J.15). Costs of alcoholic beverages are unallowable (OMB Circular A-21, Section J.3).

• All travel-related meal expenses must be claimed on a Sponsored Research Services Travel Expense Account Form.

• Return the completed form with original receipts and an agenda to the following address:

Sponsored Research Services  
400 Harvey Mitchell Parkway South, Suite 300  
College Station, TX 77845  
TAMU Campus MS 3578