

Please attach itemized receipt below

****Texas sales tax should not be charged. ****

Food or Meal Transaction Documentation

(Please complete all items)

Where _____

(If receipt doesn't show it)

When _____

(if receipt doesn't show it)

Who _____

OR

Program _____

of Guests _____

What

_____ Breakfast

_____ Lunch

_____ Dinner

_____ Other _____

Why

_____ Business meeting discussing

Topic: _____

_____ Other _____

Alcohol Purchased \$ _____