



Michigan Technological University

Accounting Services

Third Flr Lakeshore Center

1400 Townsend Drive

Houghton, MI 49931-1295

906/487-2373 Fax 906/487-2119

Business Meals and Banquet Report

Name _____ MTU ID # _____

Department _____ Date of Event _____

Type of Payment:

- Payment to vendor
- Reimbursement to individual

Type of Event:

- Breakfast
- Lunch
- Dinner
- Other

Name and Address of Facility:

MTU business purpose and benefits derived from the event:

Name(s) and affiliation(s) of those persons for which expenses are being claimed:

Name(s):

Affiliation(s):

Index Number _____ Number of persons served (per receipt) _____ Total charges on attached receipt _____

Signature (host) _____

Date _____

Approval _____

Date _____