

**BUSINESS EXPENSES REQUIRED DOCUMENTATION
CLEVELAND STATE COMMUNITY COLLEGE**

In order for the College to pay or reimburse for business meals, please submit this form (or a copy of the minutes of the meeting) with an itemized receipt. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.

Please provide the following information:

Time:

Date:

Place:

Specific topic of Discussion:

Attendees at the meal:

The college will deny reimbursement for meal expenses that lack documentation or a clear business purpose. Gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals.

Please see TBR Policy No.: 4:07:00:00