

TEXAS A&M RESEARCH FOUNDATION

BUSINESS MEALS / FOOD / REFRESHMENTS DOCUMENTATION

TAMRF Account No.: _____ Total Amount of Expense: _____

The expense was paid by:

- Individual (Name): _____
- Itemized Receipt Attached
 - TAMRF 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 TAMRF Travel Expense Account Form.

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

Texas A&M Research Foundation
400 Harvey Mitchell Parkway South, Suite 100
College Station, TX 77845
TAMU Campus MS 3578