EXPENSE BREAKDOWN SHEET
BUSINESS MEALS
(WHEN NEEDED PLEASE ATTACH TO FORM EXP2000)

Form EXP2000M
(LAST REVISED AUGUST 2004)

This form should be attached to the Expense Reimbursement Form (Form EXP2000) when requesting reimbursement for expenses related to meals taken during business meetings or events. Meal expenses incurred by an individual during business travel should be reported on Form EXP2000T, the breakdown sheet for all expenses related to travel. Total expenses on this page must be reflected on Form EXP2000.

All business meal expenses must conform with the University's policy (see Business Expenses Policy of the University). In the case of grants and contracts, sponsor's regulations or contract terms must also be followed.

Do not include charges for federal "unallowable costs" in the Total. Such costs must be segregated and charged to appropriate NYU account.
(See Expense Reimbursement Policy of the University for specific guidance.)

PAYEE'S FULL NAME (FIRST, MIDDLE INITIAL, LAST)	**SCHOOL/DEPARTMENT**	**TELEPHONE NUMBER**

DATE	**LOCATION**	**AMOUNT**

BUSINESS PURPOSE OF MEAL

_____

_____

_____

GUEST NAME	**AFFILIATION**

DATE	**LOCATION**	**AMOUNT**

BUSINESS PURPOSE OF MEAL

_____

_____

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GUEST NAME	**AFFILIATION**

Clear Form

TOTAL OF BUSINESS MEAL EXPENSES ➡ $ 0.00