



IRS DETAIL DOCUMENTATION FORM
FOR PAYMENT OF MEAL OR ENTERTAINMENT

PAYEE:

EXPLANATION OF BUSINESS PURPOSE SERVED:

AMOUNT:

BUSINESS EXPENSE CLASSIFICATION

MEAL/ENTERTAINMENT:

DATE:

TIME:

PLACE:

NAMES OF ATTENDEES:
(attached additional sheet if necessary)

BUSINESS RELATIONSHIP(S) BETWEEN
EMPLOYEE AND GUEST(S):

VERIFICATION OF ATTENDEE: (signature)

INSTRUCTIONS:

- 1. To be completed when charging business meal and entertainment expenses to an NKU Foundation account.
2. One form per event per payee.
3. All expenses that are being submitted for reimbursement must be accompanied by original receipts taped to an 8-1/2" x 11" piece of paper. Credit card receipts must include both the itemized food and beverage receipt and the payment receipt (including gratuity).
4. Obtain the appropriate approval signatures.

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The NKU Foundation, Inc. will follow Northern Kentucky University's policies and procedures regarding reimbursement of business related expenses.