



**IRS DETAIL DOCUMENTATION FORM  
FOR PAYMENT OF MEAL OR ENTERTAINMENT**

**PAYEE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**BUSINESS EXPENSE CLASSIFICATION**

**MEAL/ENTERTAINMENT:**

**DATE:** \_\_\_\_\_

**TIME** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**EXPLANATION OF BUSINESS PURPOSE  
SERVED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAMES OF ATTENDEES:**  
(attach 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.
1. One form per event per payee.
2. 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).
3. Obtain the appropriate approval signatures.

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