Deliver the form and receipts to Kevin McLellan, E15-209.

MEAL Reimbursement

(ITEMIZED Receipt needed for all purchases/separate receipt for alcohol)

MIT program in art, culture and technology
School of Architecture + Planning

Name

Number of Meals

Vendor/Retailer

Food Amount $

Date on Receipt

Alcohol? (Y) (N)

Course Number

Alcohol Amount $ (with receipt)

Purpose of Purchase

Total $

Attendees/Titles/ Company

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NOTE: Ask if the person being reimbursed is set up to receive reimbursements via direct deposit. If not, encourage them to do so and alert Kevin.