

# BUSINESS MEETING FOOD Receipt Form

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This form must be filled out for all business meeting food purchases whether paid by PCard, cash or personal credit card. The school board will be maintaining these forms to justify school board expenditures as requested by internal auditors.

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Business Meeting Meals pursuant to the Guide to B.C. Public Sector Compensation and Expense Policies

Providing meals at business meetings should be an exception rather than regular occurrence. Where justified, meals may be provided during meetings where it is essential that business discussions do not be interrupted or

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Note - Business Meeting Expense Ceiling should be consistent with Per Diem Ceilings:  
 x Breakfast/Snack \$10, Lunch- \$15, Dinner- \$25

2. PAYMENT DETAILS

a. Method of Payment- select one

BMO credit card (PCard) [ATTACH THIS FORM TO YOUR PCard RECONCILIATION]

o Name of card holder and site location: \_\_\_\_\_

Cash or personal credit card [ATTACH THIS FORM TO YOUR CHECK RECFORM]

o Name of person for reimbursement: \_\_\_\_\_

b. Itemized Receipt [must show what was purchased and breakout the GST]

\*If itemized receipt is lost, you MUST complete and attach a [Lost Receipt Form](#)

Supervisor Authorization: \_\_\_\_\_

Date: \_\_\_\_\_ Site: \_\_\_\_\_