



Michigan Tech

Michigan Technological University

Financial Services and Operations

Third Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2373 Fax 906/487-2119

Business Meals and Banquet Report

Type of Payment: Payment to vendor Reimbursement to individual

MichiganTech Dept _____ Date of Event _____

Type of Event: Breakfast
 Lunch
 Dinner
 Other

Name and Address of Facility:

Michigan Tech **business** purpose and benefits derived from the event:

Name(s) and affiliation(s) of those persons for which expenses are being claimed:

Name(s):

Affiliation(s):

Index Number _____ Number of persons served (per receipt) _____ Total charges on attached receipt _____

Signature (host)

Date

Approval

Date