MEAL LOG

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| EMPLOYEE OR STUDENT NAME | | EMPLOYEE OR STUDENT ID | |
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| DATE | BREAKFAST/LUNCH/LIGHT REFRESHMENTS/DINNER | | ITEMIZED EXPENSE TOTAL EXPENSE |
| *e.g., 1/27/22* | *Breakfast, Lunch, Dinner* | | *Breakfast - $8.45, Lunch - $12.50, Dinner*  *- $27*  *Total = $47.95* |
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| \*Attach all original receipts | |  | |