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 |  |