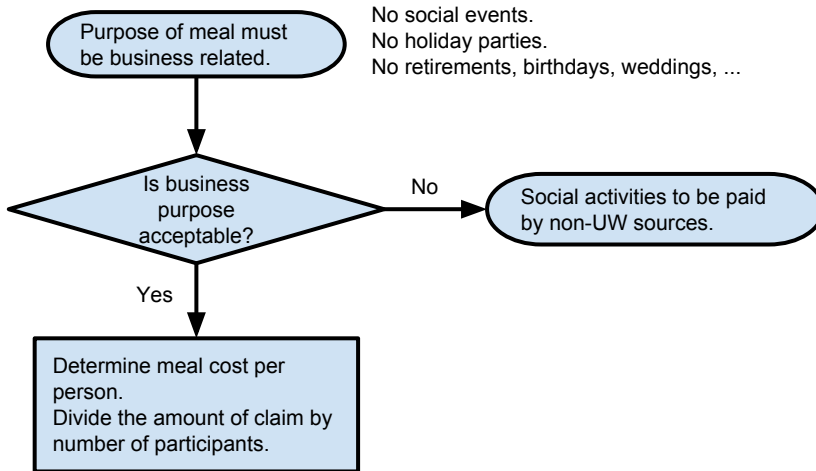


Processing business meal claims



Enter claims into e-Reimbursement

Required documentation includes:

1. Indicate business purpose for meal meeting.
2. Provide original itemized receipt(s). If not available, claimant contacts business to obtain.
3. Provide names and affiliations of all participants.
4. Reason why the meeting was held over a meal period instead of regular work hours
5. Reason why it was necessary for the UW to pay

