

TEXAS A&M UNIVERSITY-KINGSVILLE
Business Meal Information Form
(Object Code 6340)

Food purchase rules are determined based on specific guidelines related to State of Texas Regulations, A&M System Policies, and Texas A&M University-Kingsville rules and regulations.

Employee Name: _____ Date of purchase: _____

Payment Method: P-Card T-Card Personal above _____ is a personal credit card or check, you must attach a copy of card not required) or the front & back of canceled check

Card Number (last 6): _____ Total Charge Amount: \$ _____
(P-Card or T-Card)

Vendor Name & Location _____

Purpose of purchase _____

Alcohol served: No Yes Tip Included: No Yes: Amount \$ _____

For P-Card, please attach to Expense Report via Concur
For T-Card, please attach to Expense Report via Concur