

# Meetings & Meals Explanation Form

G/L: 421000 (Meetings and Meals)

COST OBJECT:

AMOUNT:

G/L: 421205 (Alcohol)

COST OBJECT:

AMOUNT:

1. Purpose of Meeting:

2. A.) Is a sponsored research account being used?



B.) Is a federal research account being used?



If yes, please provide a dissemination of technical information pertaining to each sponsored account.

*Attach itemized receipt here*

3. List of attendees:

(If number is greater than 10, you may describe the group):

MIT:

Non-MIT

Date and Location: