

ITEMIZATION REPORT FOR: Meals

Recordkeeping Requirement: For an expenditure of \$25 or more for a meal, the committee records must include a memorandum containing all of the information that must be reported (set out below) and the name of any individual whose meal cost \$25 or more. The “memorandum” may be hand-written on the restaurant or credit card charge receipt for the meal.

Reporting Requirement: For an expenditure of \$100 or more for a meal, the committee report must include:

Please fill out the following for each receipt submitted:

1. Receipt/Invoice vendor; _____ Amount; \$ _____
2. The date of the meal; _____
3. A description of the political, legislative, or government purpose for the expenditure; _____

4. The number of individuals who were beneficiaries of the meal; _____
5. List names of individuals who were the beneficiary(ies) of the meal include the Candidate or members of the candidate’s household (spouse, partner, dependent child or parent who lives with the candidate), or an individual with the authority to approve committee expenditures; _____

6. List names of any other individuals who were the beneficiary(ies) of a meal of \$25 or more (include additional list if necessary); _____

**PLEASE INCLUDE THIS FORM WITH EACH RECEIPT SUBMITTED THAT
QUALIFIES AS:
Meals**