Meal Log

To help simplify the recording of your meal receipts, use the Meal Log daily to record your meal expenses as you travel. While the use of the Meal Log is optional; we hope it will help to expedite the completion of your final ECS travel claim. The Meal Log is only for meals consumed by the **claimant.** For expenses related to Hospitality (dining with colleagues or external members), record Hospitality expenses directly on your ECS claim.

Download the Meal Log [1] (MS Excel file)

Source URL:https://www.uoguelph.ca/finance/departments-services/revenue-control/meal-log

Links
[1] https://www.uoguelph.ca/finance/system/files/Expense%20Meal%20Log.xls