MEMPHIS FOOD & WINE FESTIVAL REIMBURSEMENT EXPENSE FORM

Must be submitted on or before November 1, 2021

Send to: Catie McLarty 153 Monroe Ave Memphis, TN 38103 catie@resourceentertainmentn.com (678) 431-9809



Name:	 	
Address:		
Phone:	 	
Email:	 	
Date:		

Allowance for Food samples: Up to \$2,000

Travel Stipend

Does not include: food ingredients, personal meals, or purchases

Travel Milage Rate: \$0.58 / Mile

or

Airfare: Not to Exceed \$500

Taxis, Uber, or Lyft - Receipts Required

RECEIPTS REQUIRED FOR REIMBURSEMENT

Date	Description	Food	Milage	x\$0.58	Airfare	Taxis	MISC.	Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Totals		\$	x\$0.58	\$	\$	\$	\$	\$