RESET FORM

Business Meals and Entertainment Form

(Attach detailed receipts)

Name: _____

Business Purpose: _____

Date of Event ***(dd mmm yy)*** **:** _____

Location of Event: _____

Persons Entertained:	
Names of Individuals Involved	**Employee/Corp Official/Company** ***(CAP/DO, MER/CC, VP Exis Aviation)***

Expense Detail Section (attach detailed receipts):			
Business Name ***(Provider)***	**Location**	**Date of Expense** ***(dd mmm yy)***	**Amount**
		Total	$0.00

I certify that all expenses claimed are correct for the business reason stated above and were incurred in the performance of CAP business.

_____ _____

Signature **Date**