

Substantiation of records for meals and entertainment deductions

In order to deduct expenses incurred for business meals and entertainment, you are required to have records containing the date, place, business purpose, and amount of each expenditure for business meals and entertainment. Business purpose substantiation should include the names of the business associates with whom business was conducted during the meal and immediately before, after, or during the entertainment. Additionally, a receipt is required if the total of an expenditure for meals or entertainment is \$75 or more.

