

# 5Ws

Where: \_\_\_\_\_

When: \_\_\_\_\_

Who: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach Receipt Here

What: \_\_\_\_\_ Breakfast  
\_\_\_\_\_ Lunch  
\_\_\_\_\_ Dinner  
\_\_\_\_\_ Other \_\_\_\_\_

Why (Brief Description):  
\_\_\_\_\_ Business Meeting  
\_\_\_\_\_ Other  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alcohol Purchased: \_\_\_\_\_