

Event Expense Summary Cover Sheet

Event Name		Event Date	
Prepared By		Department	
Location		Report Date	

Expense Breakdown

Description	Vendor/Payee	Amount (USD)	Notes
Venue Rental			
Catering			
Equipment Rental			
Decorations			
Other			
Total Expenses			

Approved By		Date Approved	
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Important Notes

- Ensure all expenses are supported by valid receipts and documentation.
- Submit the completed cover sheet along with all supporting materials for approval.
- Double-check that all amounts are correctly calculated and totalled.
- This summary is essential for post-event financial reviews and audits.