

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.