

Client Entertainment Expense Record Sheet

Date		Prepared By	
Department		Client Name/Company	

Entertainment Details

#	Date	Nature of Entertainment	Venue/Location	Name(s) of Attendees (Clients/Staff)	Total Amount (Currency)	Purpose/Business Justification
1						
2						
3						

Approval

Approver Name		Signature	
Date			

Important Notes:

- Ensure all expenses are accurately recorded with supporting receipts attached.
- Include clear purpose/business justification for each entertainment expense.
- Adhere to company policy and relevant compliance guidelines regarding client entertainment.
- Obtain necessary approval before submitting this record sheet for reimbursement.
- Retain copies for recordkeeping and audit purposes.