

Corporate Event Expense Claim

Employee Information

Name: _____
Department: _____
Employee ID: _____
Contact: _____

Event Details

Event Name: _____
Event Date: _____
Location: _____
Purpose: _____

Expense Breakdown

Date	Description	Category	Amount (USD)	Receipt Attached
_____	_____	_____	_____	Yes / No
_____	_____	_____	_____	Yes / No
_____	_____	_____	_____	Yes / No
Total			_____	

Employee Declaration

I declare that the above expenses were incurred for official corporate event purposes and are in accordance with the company's expense policy.

Employee
Signature: _____
Date: _____

For Office Use Only

Reviewed By: _____
Date: _____
Approved By: _____
Date: _____

Important Notes

- Attach original receipts for all expenses claimed.
- Claims without necessary documentation may be rejected or delayed.
- Submit your claim within the company's specified timeframe after the event.
- Ensure all expenses comply with the company's expense reimbursement policy.
- For any queries, contact your department's finance representative.