

Employee Entertainment Expense Submission

Employee Name

Enter full name

Employee ID

Enter employee ID

Department

Enter department

Date of Entertainment

Location/Venue

Enter location

Purpose/Reason

e.g. Client Meeting, Team Event

Expense Details

Date	Item/Description	Amount (USD)	Paid To	Receipt Attached
<input type="text"/>	e.g. Lunch with c	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>				
<input type="text"/>				

Total Amount Claimed

Currency

USD

List of Attendees (Name & Organization):

e.g. John Doe (XYZ Corp), Jane Smith (ABC Ltd)

Remarks (if any):

Employee Signature

Type your name

Date

Important Notes:

- All expenses claimed must be accompanied by valid supporting receipts.
- Only business-related entertainment expenses are reimbursable as per company policy.
- Please provide detailed purpose and list of all attendees for auditing purposes.
- False claims or incomplete documentation may result in rejection or disciplinary action.
- Submit the completed form to your reporting manager for approval.