

Group Entertainment Expense Log

Group Name: _____
Prepared By: _____
Date: ____/____/____
Event Name: _____

Location: _____
Number of Attendees: _____

No.	Date	Description	Paid To	Receipt/Invoice No.	Amount	Remarks
1	____/____/____	_____	_____	_____	_____	_____
2	____/____/____	_____	_____	_____	_____	_____
3	____/____/____	_____	_____	_____	_____	_____
Total					_____	

Authorized By

Received By

Important Notes:

- All expenses must be accompanied by valid receipts or invoices.
- Please ensure that all details are accurately filled for auditing purposes.
- Only approved expenses related to group entertainment activities should be included.
- This document should be submitted to the finance department within the stipulated time frame.