

Meeting and Entertainment Cost Report

Report Date

Employee Name

Department

Meeting/Event Date

Purpose/Description of Meeting or Entertainment

Location

Attendees

Name	Title	Company/Organization	Relationship to Business

Expenses Summary

Expense Type	Description	Amount	Receipt Attached
Meal			
Entertainment			
Other			
Total			

Employee Signature

Date Signed

Manager Approval

Important Notes

- Ensure all expenses comply with company policy and are legitimate business expenses.
- Attach itemized receipts for all reported costs.
- Provide clear explanation for the business purpose of each meeting or entertainment event.
- List all attendees and their relationship to the company or business purpose.
- Approval from the relevant manager is required before reimbursement.