

Standard Entertainment Expense Report

Employee Name:

Department:

Date:

Expense Period: e.g., June 2024

Expense Details

Date	Description	Location	Attendees	Amount (L)
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Total				<input type="text"/>

Business Purpose of Entertainment:

Approved By:

Approval Date:

Important Notes

- Attach all original receipts for claimed expenses.
- Include full names and titles of all attendees for each expense.
- Clearly state the business purpose and justification for the entertainment.
- Ensure compliance with your organization's entertainment and expense policies.
- Obtain required approvals prior to expense submission.