

Digital Entertainment Expense Submission

Employee Information

Name

Enter employee name

Employee ID

Enter employee ID

Department

Enter department

Date of Submission

Digital Entertainment Details

| Date | Expense Type | Vendor/Platform | Description | Amount (USD) |
|-------------|-------------------------------------|----------------------------------|--------------------------|--------------|
| <div></div> | <div>Streaming S</div> | <div>e.g. Netflix, YouTube</div> | <div>Purpose/notes</div> | <div></div> |
| <div></div> | <div>Streaming S</div> | <div>e.g. Spotify, Epic Ga</div> | <div>Purpose/notes</div> | <div></div> |

Total Amount

Attachment (Receipt/Invoice)

Choose File

No file selected

Additional Comments

Enter any relevant comments

Important Notes

- Ensure all expenses comply with company policy and are business-related.
- Original receipt or invoice is required for each listed expense.
- Digital entertainment expenses should be pre-approved by your supervisor.
- Non-business or personal expenses are not eligible for reimbursement.
- Submit this form within 7 days of incurring the expense.

