

# Digital Entertainment Expense Submission

## Employee Information

### Name

### Employee ID

### Department

### Date of Submission

## Digital Entertainment Details

| Date                 | Expense Type            | Vendor/Platform                                       | Description   | Amount (USD)         |
|----------------------|-------------------------|---|---------------|----------------------|
| <input type="text"/> | Streaming Subscriptions | <input type="text" value="e.g. Netflix, YouTube"/>    | Purpose/notes | <input type="text"/> |
| <input type="text"/> | Streaming Subscriptions | <input type="text" value="e.g. Spotify, Epic Games"/> | Purpose/notes | <input type="text"/> |

### Total Amount

### Attachment (Receipt/Invoice)

No file selected

### Additional 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.

