

# Entertainment Expense Reimbursement Checklist

## General Information

Employee Name:

Designation/Department:

Date of Expense:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Purpose of Entertainment:

## Expense Details

Date	Description	Venue/Location	Attendees	Amount	Receipt Attached
____ / ____ / ____					[ ] Yes [ ] No
____ / ____ / ____					[ ] Yes [ ] No
____ / ____ / ____					[ ] Yes [ ] No
<b>Total</b>					

## Attach Supporting Documents

- Original receipts
- Proof of payment
- List of attendees (if not included above)
- Invitation/agenda (where applicable)

## Approvals

Employee Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

Manager Approval:

\_\_\_\_\_  
Date: \_\_\_\_\_

Finance Review:

\_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes

- All expenses must comply with the company's Entertainment & Hospitality Policy.
- Incomplete forms or missing receipts may delay reimbursement.
- Business purpose and attendees must be clearly specified for each claim.
- Expenses must be submitted within the stipulated timeframe after the event.

