

Entertainment Expense Spreadsheet Report

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Department: Marketing

Date: 2024-06-30

Report Period: June 2024

Expense Details

DATE	EVENT	ATTENDEES	LOCATION	DESCRIPTION	AMOUNT (USD)
2024-06-02	Client Dinner	3	The Italian Place	Dinner meeting with ABC Corp	145.00
2024-06-10	Team Lunch	8	City Bistro	Quarterly team building	220.00
2024-06-15	Networking Event	1	Downtown Conference Center	Industry seminar registration	75.00
2024-06-22	Movie Night	5	Central Cinema	Incentive for top performers	60.00
2024-06-28	Golf Outing	4	Green Acres Golf Club	Client relationship building	280.00

Summary

Total Events	5
Total Attendees	21
Total Entertainment Expenses	780.00 USD
Average Expense per Event	156.00 USD

Important Notes

- All expenses must be accompanied by original receipts.
- Business purpose and list of attendees should be clearly documented for each event.
- Compliance with company expense policy is mandatory.
- Reimbursement claims should be submitted within 30 days of the event.
- Personal entertainment expenses are not eligible for reimbursement.