

Entertainment Expense Supporting Document

Cover Sheet

Date of Submission:

MM/DD/YYYY

Submitted By (Name):

Full Name

Department/Unit:

Department

Contact Information:

Email or Phone

Event Information

Event Name/Description:

Event Title & Purpose

Date of Event:

MM/DD/YYYY

Location:

Venue/Address

Business Purpose:

Reason & Benefit

Attendee Details

#	Name	Affiliation	Title/Role	Relationship to Organization
1				
2				
3				

Expense Summary

Total Amount Claimed:

Amount in USD

Supporting Receipts Attached:

Yes / No

Important Notes

- Ensure all required fields are completed before submission.
- Detailed receipts must be attached for all expenses claimed.
- List all attendees and specify their relationship to the organization.
- Incomplete forms may result in delayed reimbursement.
- Supporting documents should comply with company policy and tax regulations.