

# Entertainment Expense Supporting Document Cover Sheet

Date of Submission:

MM/DD/YYYY

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Submitted By (Name):

Full Name

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Department/Unit:

Department

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Contact Information:

Email or Phone

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## Event Information

Event Name/Description:

Event Title & Purpose

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Date of Event:

MM/DD/YYYY

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Location:

Venue/Address

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Business Purpose:

Reason & Benefit

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## Attendee Details

#	Name	Affiliation	Title/Role	Relationship to Organization
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1

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2

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3

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## Expense Summary

Total Amount Claimed:

Amount in USD

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Supporting Receipts Attached:

Yes / No

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## 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.