

Pre-approved Entertainment Expense Request Form

Requester Name

Department

Request Date

Entertainment/Event Date

Location/Venue

Purpose & Description of Event

Names, departments, or e

List of Attendees

Estimated Total Cost (\$)

Budget Code/Account Number

Approvals

Manager/Supervisor Name

Manager's Approval Signature or digital approval

Finance Approval (if required) Signature or digital approval

Important Notes

- All entertainment expenses must be pre-approved before any commitments or purchases are made.
- Attach supporting documents such as event quotes, invitation lists, or justification if required.
- Ensure compliance with company entertainment expense policies and spending limits.
- Incomplete forms or late requests may result in non-approval or non-reimbursement.
- Submit the completed form to the appropriate department for approval processing.