

Simplified Entertainment Expense Claim Form

Claimant Name

Department

Date of Claim

Expense Details

Date	Description	Location	Attendees	Amount (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total				<input type="text"/>

Purpose of Entertainment

Claimant Signature

Approver Name

Important Notes:

- Attach original receipts and supporting documents for all expenses claimed.
- Clearly specify the business purpose and all attendees for each event.
- Claims must be submitted within the stipulated time frame as per company policy.
- Inaccurate or false claims may result in disciplinary action.
- Review company guidelines for allowable and non-allowable entertainment expenses.