

Entertainment Expense Statement

Employee Name: Jane Doe

Department: Marketing

Statement Date: 2024-06-15

Period Covered: 2024-06-01 to 2024-06-10

Expense Details

Date	Type of Expense	Description / Purpose	Attendees	Amount (USD)
2024-06-03	Lunch Meeting	Client introduction meeting with ABC Corp	Jane Doe, John Smith (ABC Corp)	58.00
2024-06-07	Dinner	Project discussion with agency partner	Jane Doe, Michael Lee (XYZ Agency)	120.00
2024-06-09	Drinks	Team bonding after campaign launch	Team of 5	75.50
				Total 253.50

Prepared By: Jane Doe

Signature: _____

Date: 2024-06-15

Important Notes

- All expenses must be directly related to company business and properly documented.
- Receipts should be attached for all listed expenses above the company's minimum threshold.
- Details of attendees and the purpose of entertainment must be clearly included.
- Submission must comply with the company's entertainment expense policy.