

# 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.