

# CLIENT DINING COST TRACKER

Employee Name \_\_\_\_\_

Department / Team \_\_\_\_\_

Period Start Date \_\_\_\_\_

Period End Date \_\_\_\_\_

Date	Client / Company Name	Business Purpose	Restaurant / Venue	Attendees (Names)	Payment Method	Receipt	Amount
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

**Total Expense Amount**

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Manager Approval Signature / Date