

COMPANY YEAR END CELEBRATION & DINNER

Expense Sheet

Event Date:

Department / Group:

Event Organizer:

Total Attendees:

Approved Budget (\$):

Cost Center / Project Code:

Expense Category	Description / Details	Vendor / Provider	Receipt?	Amount (\$)
Venue & Catering				
Beverages / Bar				
Entertainment / Music				
Decorations & Theme				
Awards / Gifts / Favors				
Transportation / Parking				
Miscellaneous				

Subtotal	
Taxes & Gratuities	
Total Expense	
Budget Variance (+/-)	

Submitted By (Signature) Date

Approved By (Signature) Date