BOARD OF DIRECTORS MEETING

Food & Beverage Expense Tracker

Meeting Date:

Meeting Location:

Total Attendees:

Submitted By:

Department/Cost Center:

Currency:

Date	Meal/Type	Vendor / Caterer	Attendees Count	Cost per Head	Total Cost	Payment Method	Notes / Purpose

Subtotal	
Service Charge / Gratuity	
Tax	
Grand Total	

Prepared By (Signature)

Date:

Approved By (Treasurer / CFO Signature)

Date: