

EMPLOYEE ENGAGEMENT ACTIVITY EXPENSE SHEET

Team Building & Engagement Activities

ACTIVITY NAME

DATE OF EVENT

DEPARTMENT

TOTAL ATTENDEES

ORGANIZER NAME

COST CENTER / CODE

NO.	ITEM DESCRIPTION	CATEGORY	QTY	UNIT COST	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					

SUBTOTAL	
TAX / VAT	
OTHER FEES	
TOTAL EXPENSE	
APPROVED BUDGET	
VARIANCE	

PREPARED BY (ORGANIZER)

APPROVED BY (DEPARTMENT HEAD / HR)