

EVENT & SEMINAR MEAL EXPENSE TRACKER

Event / Seminar Title

Organizer / Host Department

Start Date

End Date

Location / Venue

Cost Center / Project Code

DATE	MEAL TYPE	VENDOR / CATERER	ATTENDEES COUNT	COST PER PERSON	SUBTOTAL	RECEIPT NO.

Total Food & Beverage Subtotal	
Total Gratuity / Tips	
Total Service Charge / Delivery	
GRAND TOTAL	

Prepared By (Name & Signature)

Date: _____

Approved By (Authorized Signature)

Date: _____