

SEASONAL CORPORATE PARTY & DINING EXPENSE LOG

EVENT NAME / TITLE

DEPARTMENT / COST CENTER

EVENT DATE

TOTAL NUMBER OF ATTENDEES

ORGANIZER / SUBMITTER NAME

SUBMISSION DATE

DATE	CATEGORY	VENDOR / PROVIDER	DESCRIPTION / BUSINESS PURPOSE	RECEIPT REF #	AMOUNT
					
					
					
					
					
					
					
					
			TOTAL EXPENSES		

PREPARED BY (SIGNATURE)

Name: _____ Date: _____

APPROVED BY (SIGNATURE)

Name: Date: