

TEAM OUTING MEAL RECEIPT SHEET

Expense Template for Team Building Event Meals

Event Name:
Date of Event:
Department/Team:
Restaurant/Vendor:
Event Organizer:
Payment Method:

ATTENDEES

Attendee Name	Department / Role

RECEIPT / EXPENSE DETAILS

Qty	Description (Items Ordered)	Unit Price	Total Price

Subtotal	
Tax	
Tip / Gratuity	
Total Amount	

SUBMITTED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)