

# TRADE SHOW CLIENT ENTERTAINMENT EXPENSE REPORT

Trade Show & Expo Expenses

EMPLOYEE NAME:

DEPARTMENT:

SUBMIT DATE:

TRADE SHOW/EXPO:

LOCATION:

PROJECT/GL CODE:

| DATE | CLIENT NAME & COMPANY | BUSINESS PURPOSE / ACTIVITY | ESTABLISHMENT / VENUE | GL CODE | AMOUNT |
|------|-----------------------|-----------------------------|-----------------------|---------|--------|
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |
|      |                       |                             |                       |         |        |

|               |  |
|---------------|--|
| SUBTOTAL      |  |
| OTHER/TIPS    |  |
| TOTAL EXPENSE |  |

EMPLOYEE SIGNATURE & DATE

APPROVER SIGNATURE & DATE