

OFFSITE EVENT DINING BUDGET SPREADSHEET

Expense Template for Team Building Event Meals

EVENT NAME / GROUP

DATE OF EVENT

LOCATION / VENUE

TOTAL BUDGET ALLOCATED

Date	Meal Type	Establishment / Vendor	Est. Unit Cost	Headcount	Total Budgeted	Actual Unit Cost	Total Actual	Variance
								
								
								
								
								
								
Total Expenses								