

CONFERENCE & SEMINAR MEALS

Expense Report Template

EVENT/CONFERENCE:

REPORT DATE:

SUBMITTED BY:

DEPARTMENT:

LOCATION/VENUE:

PROJECT/COST CENTER:

DATE	MEAL TYPE	ESTABLISHMENT/VENUE	BUSINESS PURPOSE / SEMINAR SESSION	GUESTS	AMOUNT

SUBTOTAL

TAX (VAT/GST)

GRATUITY

TOTAL EXPENSE

CLAIMANT SIGNATURE DATE

AUTHORIZED APPROVER DATE

