

TEAM BUILDING DINNER EXPENSE TRACKER

EVENT NAME

DATE OF EVENT

DEPARTMENT / TEAM

ORGANIZER / HOST

VENUE / LOCATION

PAYMENT METHOD

APPROVED BUDGET

TOTAL ACTUAL SPENT

VARIANCE (+ / -)

Expense Itemization

CATEGORY	DESCRIPTION / ITEM NAME	QTY / UNIT	AMOUNT	RECEIPT?
				☐
				☐
				☐
				☐
				☐
				☐
TOTAL BILL AMOUNT:				

Attendee List & Sign-Off Sheet

NO.	ATTENDEE NAME	DEPARTMENT	SIGNATURE / INITIALS
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NO.	ATTENDEE NAME	DEPARTMENT	SIGNATURE / INITIALS
2			
3			
4			
5			
6			
7			
8			
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SUBMITTED BY (ORGANIZER)			
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APPROVED BY (MANAGER)			