

TRADE SHOW PROMOTIONAL MATERIAL EXPENSE LOG

Expense Tracking Template for Expo Materials, Giveaways, and Collateral

Event / Expo Name:
Date of Event:
Prepared By:
Department / Cost Center:

ITEM DESCRIPTION / MATERIAL NAME	CATEGORY (E.G., PRINT, SWAG)	SUPPLIER / VENDOR	QTY	UNIT COST	TOTAL COST	RECEIPT (Y/N)

Total Budget Allocated	
Total Actual Spend	
Remaining Budget (Variance)	

Submitted By (Signature & Date)

Approved By (Signature & Date)

