BUSINESS LUNCH AND ENTERTAINMENT EXPENSE TRACKER

Client Business Meals Expense Template

EMPLOYEE NAME:

DEPARTMENT / UNIT:

PERIOD START DATE:

PERIOD END DATE:

DATE	CLIENT / COMPANY NAME	ATTENDEES (NAME & TITLE)	ESTABLISHMENT & LOCATION	BUSINESS PURPOSE	EXPENSE TYPE	AMOUNT ($)
					TOTAL EXPENSES:	

EMPLOYEE SIGNATURE DATE

MANAGER APPROVAL SIGNATURE DATE