

CORPORATE EVENT FOOD & BEVERAGE LOG

Expense Template for Team Building Event Meals

EVENT NAME / DESCRIPTION

DEPARTMENT / COST CENTER

EVENT DATE(S)

ORGANIZER / SUBMITTER

TOTAL BUDGET ALLOCATED

TOTAL ACTUAL SPEND

REMAINING / VARIANCE

DATE	MEAL/SESSION	VENDOR / RESTAURANT	DESCRIPTION / ITEMS PURCHASED	HEADCOUNT	COST / HEAD	TOTAL COST	RECEIPT
Total Logged Expenses							

PREPARED BY (SIGNATURE) DATE

APPROVED BY (SIGNATURE) DATE