

CORPORATE RETREAT HOSPITALITY AND LEISURE EXPENSE FORM

Executive Retreat Entertainment & Leisure Activities

Retreat Name/Event:		Location/Venue:	
Start Date:		End Date:	
Submitted By (Name/Title):		Department/Cost Center:	

DATE	ACTIVITY / ENTERTAINMENT TYPE	PROVIDER / VENUE NAME	NO. OF ATTENDEES	KEY ATTENDEES & GUESTS	AMOUNT (\$)

Subtotal - Hospitality:	
Subtotal - Leisure:	
Total Expense:	

Submitted By (Signature & Date)

Approved By (Signature & Date)