

CORPORATE SOCIAL EVENT AND OUTING EXPENSE TEMPLATE

EVENT TITLE _____

EVENT DATE _____

LOCATION / VENUE _____

EVENT COORDINATOR _____

DEPARTMENT / BUSINESS UNIT _____

NUMBER OF ATTENDEES _____

TOTAL BUDGET ALLOCATED

TOTAL ACTUAL EXPENSES

REMAINING BALANCE (VARIANCE)

Expense Breakdown

CATEGORY	ITEM DESCRIPTION	EST. COST	ACTUAL COST	VARIANCE
Venue & Permits				
	Venue Rental / Site Fee			
	Permits & Insurance			
Food & Beverage				
	Catering / Food Truck			
	Beverages & Bar Services			
	Ice, Utensils, & Disposables			
Entertainment & Activities				

CATEGORY	ITEM DESCRIPTION	EST. COST	ACTUAL COST	VARIANCE
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Music / DJ / Performer

Team Building Games
& Prizes

Equipment Rental
(Tents, Chairs)

Logistics & Misc.

Transportation /
Shuttles

Decorations & Signage

Swag, T-Shirts &
Giveaways

First Aid / Safety /
Clean-up

TOTALS

PREPARED BY / COORDINATOR SIGNATURE & DATE

APPROVED BY / MANAGER SIGNATURE & DATE