

CORPORATE SPORTS TICKET EXPENSE TRACKER

DEPARTMENT / COST CENTER

SUBMITTED BY

SUBMISSION DATE

REPORTING PERIOD

ALLOCATED TICKET BUDGET
\$

TOTAL ACTUAL SPEND
\$

REMAINING BALANCE
\$

EVENT DATE	EVENT NAME / SPORT	CLIENT / ATTENDEES NAME	BUSINESS PURPOSE	QTY	UNIT COST (\$)	TOTAL (\$)
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Total Expense:

EMPLOYEE SIGNATURE & DATE

APPROVING MANAGER SIGNATURE & DATE