

EMPLOYEE SOCIAL EVENT EXPENSE SHEET

Company Picnics & Socials

Event Name: _____

Event Date: _____

Coordinator Name: _____

Department: _____

Estimated Attendance: _____

Actual Attendance: _____

BUDGET SUMMARY			
TOTAL BUDGET ALLOCATED	TOTAL ACTUAL EXPENSES	VARIANCE (UNDER / OVER)	COST PER HEAD (ACTUAL)

DATE	CATEGORY / ITEM	VENDOR	EST. COST	ACTUAL COST	RECEIPT ATTACHED (Y/N)
<i>Venue & Permits</i>					
<i>Food & Beverage</i>					
<i>Entertainment & Activities</i>					
<i>Decorations, Prizes, & Supplies</i>					
<i>Miscellaneous / Transport</i>					
TOTALS:					

Submitted By (Coordinator Signature) _____

Date: _____

Approved By (Department Head / Management) _____

Date: _____

