

CATERING EXPENSE LEDGER

PR & MARKETING EVENT TEMPLATE

EVENT NAME

DATE OF EVENT

CAMPAIGN / PROJECT

COST CENTER / CODE

EVENT COORDINATOR

NO. OF GUESTS (EST.)

TOTAL CATERING BUDGET

TOTAL ACTUAL EXPENSES

VARIANCE (+ / -)

COST PER HEAD (ACTUAL)

Total catering expenditure

PREPARED BY (SIGNATURE) DATE

APPROVED BY (SIGNATURE) DATE