

STRATEGIC OFFSITE ENTERTAINMENT AND BANQUET EXPENSE CLAIM

Executive Retreat Expense Template

CLAIMANT NAME

DEPARTMENT / UNIT:

RETREAT NAME/
LOCATION:

SUBMISSION DATE

EMPLOYEE ID:

COST CENTER / PROJECT:

EXPENSE DETAILS

DATE	VENDOR / ESTABLISHMENT	DESCRIPTION / BUSINESS PURPOSE	NO. OF GUESTS	AMOUNT

ATTENDEE DETAILS & AFFILIATION (EXECUTIVE/CLIENT/BOARD)

ATTENDEE NAME	ORGANIZATION / TITLE	RELATIONSHIP TO PROJECT/STRATEGY

Subtotal	
Tax / VAT	
Gratuify/ Tips	
Total Claim Amount	

CLAIMANT SIGNATURE

Date:

AUTHORIZING OFFICER / CFO SIGNATURE

Date: