

TEAM CATERING EXPENSE REPORT

Team Building Event Meals & Catering Documentation

EVENT NAME / PURPOSE

EVENT DATE

DEPARTMENT / TEAM

SUBMITTED BY

DATE	VENDOR / RESTAURANT	DESCRIPTION (MEAL/ITEMS)	ATTENDEES	UNIT COST	TOTAL

Subtotal

Tax &
Gratuity

Other Fees

Total
Expense

CLAIMANT SIGNATURE / DATE

APPROVER SIGNATURE / DATE