

COMPANY FESTIVE DINNER & HOLIDAY MEAL

Expense Tracker & Reimbursement Template

Event Name:

Date of Event:

Department/Cost Center:

Organizer Name:

Total Attendees:

Budget Approved:

APPROVED BUDGET

TOTAL ACTUAL SPENT

VARIANCE (+ / -)

COST PER ATTENDEE

Total:

Submitted By:

Employee Signature Date

Approved By:

Manager Signature Date