

CORPORATE DINING & ENTERTAINMENT EXPENSE REPORT

REPORT DATE

EMPLOYEE NAME _____

DEPARTMENT / COST CENTER _____

TITLE / ROLE _____

MANAGER / APPROVER NAME _____

BUSINESS PURPOSE / PROJECT TITLE _____

DATE	EXPENSE TYPE	ESTABLISHMENT & LOCATION	ATTENDEES (NAME, TITLE, COMPANY)	BUSINESS PURPOSE / DISCUSSION DETAILS	REC.	AMOUNT
	▼				<input type="checkbox"/>	
	▼				<input type="checkbox"/>	
	▼				<input type="checkbox"/>	
	▼				<input type="checkbox"/>	
	▼				<input type="checkbox"/>	
	▼				<input type="checkbox"/>	

Total Meals: _____

Total Entertainment: _____

Grand Total:

Employee Signature Date

Authorized Approver Signature Date

