

# AMUSEMENT AND RECREATION EXPENSE SHEET

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Employee Name:

Department:

Submission Date:

Period Covered:

DATE	ACTIVITY / PURPOSE	VENUE / VENDOR	CATEGORY	ATTENDEES	AMOUNT

<b>Subtotal</b>	
<b>Tax / Other</b>	
<b>Total Due</b>	

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Employee Signature / Date

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Authorized Approver / Date