

MARKETING EVENT EXPENSE REPORT

EVENT NAME

DATE OF EVENT

EVENT COORDINATOR

LOCATION / VENUE

DEPARTMENT / COST CENTER

REPORT DATE

TOTAL ALLOCATED BUDGET
TOTAL ACTUAL EXPENSES
REMAINING BALANCE (VARIANCE)

EXPENSE BREAKDOWN

ITEM DESCRIPTION	CATEGORY	VENDOR	QTY	UNIT COST	TOTAL COST	STATUS
Total Actual Expenditure						

PREPARED BY (SIGNATURE)

Date: _____

APPROVED BY (SIGNATURE)

Date: