

STAFF FESTIVE EVENT EXPENSE MANAGEMENT

Holiday Party & Employee Celebration Cost Tracker

Event Name:

Event Date:

Organizer / Dept:

Venue Location:

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL SPEND

REMAINING VARIANCE

Venue & Decor

Food & Beverage

Entertainment

Gifts & Prizes

Logistics / Other

Total Event Expenses

Submitted By (Project Organizer Signature / Date)

Approved By (Department Manager Signature / Date)