STAFF SOCIAL DINNER EXPENSE TEMPLATE

Team Building Event Meals & Hospitality

Event Date:

Department / Team:

Organizer Name:

Venue / Restaurant:

Total Attendees:

Charge Code / Project:

EXPENSE BREAKDOWN

Subtotal

Tax / VAT

Gratuity / Tip

Grand Total

ATTENDEES LIST

Submitted By (Signature & Date)

Approved By (Signature & Date)