

# WORK MEETING FOOD & BEVERAGE TRACKER

Business Expense & Attendee Record

HOST NAME:

DEPARTMENT:

MEETING DATE:

PROJECT / COST

CENTER:

MEETING PURPOSE:

ATTENDEE LIST:

DATE	VENDOR / RESTAURANT	DESCRIPTION (MEAL TYPE, ITEMS)	PAYMENT METHOD	RECEIPT [✓]	AMOUNT

SUBTOTAL	
TAX / TIPS	
GRAND TOTAL	

EMPLOYEE SIGNATURE / DATE

MANAGER APPROVAL SIGNATURE / DATE