BOARD MEETING MEAL COST TRACKING

Company Name:

Board Session:

Meeting Date:

Location/Venue:

APPROVED BUDGET
ACTUAL TOTAL SPEND
VARIANCE (+ / -)

DATE	MEAL / SERVICE	VENDOR / CATERER	ATTENDEES	SUBTOTAL	TAX & TIP	TOTAL COST	NOTES / REF NO.
		Total Summary:					

Prepared By (Name / Title) Date

Approved By (Treasurer / Chairperson) Date