

EXECUTIVE RETREAT EVENING EVENT EXPENSE TRACKER

Entertainment & Hospitality Expenditure Log

EVENT NAME:

EVENT DATE:

VENUE/LOCATION:

HOST / ORGANIZER:

TOTAL BUDGET:

ACTUAL TOTAL SPEND:

VARIANCE:

COST CENTER / CODE:

Total Entertainment & Event Expenses

SUBMITTED BY (ORGANIZER)

Signature: _____ Date:

APPROVED BY (EXECUTIVE SPONSOR)

Signature: _____ Date: