

LIVE PERFORMANCE & CONCERT EXPENSE TRACKER

Name / Claimant:

Department / Group:

Purpose of Travel/Event:

Date Submitted:

Reporting Period:

Approved By:



Business Purpose / Notes:

Subtotal (Tickets):

Subtotal (Fees/Taxes):

Other Costs (Parking, etc.):

Grand Total:

CLAIMANT SIGNATURE & DATE

AUTHORIZING SIGNATURE & DATE