

SEMINAR CATERING AND DINING EXPENSE RECORD

Event Name:

Date of Event:

Location/Venue:

Organizer/Dept:

Project Code:

Total Attendees:

Date	Meal Type	Vendor / Caterer	No. Pax	Cost / Pax	Total Cost	Notes / Purpose

Subtotal	
Tax / Gratuity	
Total Expense	

Prepared By:

Name: _____

Signature: _____

Date: _____

Approved By:

Name: _____

Signature: _____

Date: _____