

# SPORTS & AMUSEMENT

Expense Receipt Template

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Manager/Approver: \_\_\_\_\_

## Activity & Event Details

Event/Activity: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue/Location: \_\_\_\_\_

No. of Attendees: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

DESCRIPTION / ITEMIZATION

UNIT COST

QTY

TOTAL AMOUNT


Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Payment Method:

Cash

Corporate Card

Personal Card

Other

\_\_\_\_\_  
Claimant Signature

Date: \_\_\_\_\_

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**Authorized Approver Signature**

Date: \_\_\_\_\_