

ANNUAL EMPLOYEE PARTY EXPENSE REPORT

Holiday Party Expense Template

Company Name: _____

Event Date: _____

Event Location: _____

Event Organizer: _____

Department/Group: _____

No. of Attendees: _____

TOTAL BUDGET AUTHORIZED
.....
TOTAL ACTUAL SPEND
.....
NET VARIANCE
.....

Itemized Expense Ledger

CATEGORY & ITEM DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / REFERENCE
1. Venue & Decor				
		<input style="width: 100px; height: 20px;" type="text"/>		
2. Food & Beverage				
3. Entertainment, AV & Activities				
4. Prizes, Favors & Gifts				
5. Transportation, Admin & Miscellaneous				

CATEGORY & ITEM DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / REFERENCE
TOTAL EXPENSES				

Approvals & Sign-Off

Submitted By (Event Organizer)

Signature: _____ Date: _____

Authorized Approval (Finance / HR)

Signature: _____ Date: _____