

BUSINESS ENTERTAINMENT REIMBURSEMENT FORM

Expense Report & Client Entertainment Record

EMPLOYEE INFORMATION

EMPLOYEE NAME

DEPARTMENT

SUBMISSION DATE

TITLE/POSITION

MANAGER / APPROVER

PROJECT / CLIENT CODE

EVENT & BUSINESS PURPOSE

EVENT DATE

VENUE / LOCATION

SPECIFIC BUSINESS PURPOSE / TOPICS DISCUSSED

ATTENDEES (CLIENTS & STAFF)

NAME	TITLE	COMPANY / ORGANIZATION

EXPENSE BREAKDOWN

EXPENSE DATE	DESCRIPTION (E.G., DINNER, BEVERAGE, TICKETS)	RECEIPT ATTACHED? (Y/N)	AMOUNT

SUBTOTAL

TIPS / GRATUITY	
TOTAL REIMBURSEMENT	

EMPLOYEE SIGNATURE

Date: _____

AUTHORIZING SIGNATURE

Date: _____