

COMPANY SOCIALS & TEAM BUILDING EXPENSE LOG

Expense Template for Company Picnics and Socials

Event Name		Date of Event	
Organizer / Department		Location / Venue	
Total Attendees		Submission Date	

DATE	CATEGORY	DESCRIPTION / ITEM	VENDOR	RECEIPT (Y/N)	AMOUNT

Total Approved Budget	
Total Actual Expenses	
Remaining Balance	

Submitted By (Organizer Signature & Date)

Approved By (Finance/Management Signature & Date)

