

CONFERENCE FOOD & BEVERAGE EXPENSE SHEET

Detailed breakdown of meal and refreshment expenditures

Event/Conference: _____

Date of Event: _____

Location/Venue: _____

Submitted By: _____

Department/Group: _____

Charge Code / Cost Center: _____

DATE	MEAL/SERVICE TYPE	CATERER / VENDOR	ATTENDEES	COST PER HEAD	TOTAL COST	RECEIPT REF #	NOTES

Total Budgeted	
Total Actual Spend	
Remaining / Variance	

CLAIMANT SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE