

HOLIDAY EVENT EXPENSE TRACKER

Employee Holiday Party Budget vs. Actual Cost Tracking

EVENT TITLE

EVENT DATE

EVENT COORDINATOR

LOCATION / VENUE

TOTAL BUDGET

TOTAL ACTUAL SPEND

REMAINING BALANCE

Venue & Catering

Entertainment & Activities

Decorations & Theme Elements

Gifts, Prizes & Miscellaneous

Total Holiday Event Costs

PREPARED BY (EVENT COORDINATOR)

APPROVED BY (HR / MANAGEMENT)