

# EVENT CATERING EXPENSE TRACKER

## MARKETING & PUBLIC RELATIONS

EVENT TITLE

DATE OF EVENT

TARGET AUDIENCE / CAMPAIGN

CATERING COORDINATOR

EXPENSE ITEM / DESCRIPTION	VENDOR / SUPPLIER	PROJECTED COST	ACTUAL COST	PAYMENT STATUS
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### VIP & Press Catering


### General Attendee Catering


### Staff & Crew Meals


### Bar Services, Logistics & Staffing


### Permits, Gratuity & Miscellaneous


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**TOTAL BUDGETED**

**TOTAL ACTUAL EXPENSE**

**REMAINING BALANCE / VARIANCE**

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Notes: All catering invoices must be attached to this form with matching procurement references for marketing expense reconciliation.