

SPORTING EVENT TICKET EXPENSE

DATE SUBMITTED

EMPLOYEE NAME

DEPARTMENT / COST CENTER

EVENT / GAME NAME

SPORT / LEAGUE

DATE OF EVENT

VENUE NAME & LOCATION

PAYMENT METHOD

BUSINESS PURPOSE & ATTENDEE LIST (CLIENTS, PARTNERS, EMPLOYEES)

TICKET DESCRIPTION / SECTION & ROW	QTY	UNIT PRICE	TOTAL AMOUNT

Subtotal

Taxes & Fees

Delivery/Service Charges

Total Expense

EMPLOYEE SIGNATURE & DATE

APPROVER SIGNATURE & DATE