

CLIENT DINNER AND DRINKS REIMBURSEMENT FORM

Expense Template for Client Entertainment Meals

Employee Information

Employee Name

Department

Email Address

Manager Name

Event & Client Details

Date of Event

Venue / Restaurant Name

Client Name(s) & Company

Total Number of Attendees

Business Purpose / Objective

Expense Breakdown

Item Description	Amount
Food / Entrées	<input type="text"/>
Drinks / Beverages	<input type="text"/>
Tips / Gratuity	<input type="text"/>

Item Description	Amount
Tax	<input type="text"/>
Total Amount Claimed	<input type="text"/>

Payment Method

Receipt Attached

Employee Signature

Manager / Approver Signature

Date