

# CLIENT MEETING DINNER EXPENSE FORM

Expense Template for Client Entertainment Meals

## HOST INFORMATION

Employee Name

Department

Submission Date

## MEETING & DINNER DETAILS

Date of Event

Restaurant / Venue Name

Location (City, State)

Business Purpose / Discussion Topic

## ATTENDEES (CLIENTS & HOSTS)

Name	Company / Organization	Title / Role

## EXPENSE BREAKDOWN

Payment Method

Card Ending In (If Applicable)

Food & Beverage Subtotal
Tax
Gratuity / Tip
Other (e.g., Parking/Valet)

**Total Expense Amount**

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EMPLOYEE SIGNATURE DATE

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MANAGER APPROVAL SIGNATURE DATE