

CATERING EXPENSE REPORT

Marketing & Public Relations Department

Event Name		Date of Event	
Campaign/Project		PR Target Audience	
Submitted By		Department/Cost Center	

VENDOR / CATERER	DESCRIPTION OF ITEMS & SERVICES	NO. OF GUESTS	UNIT COST	TOTAL

Subtotal	
Service Fee / Gratuity	
Sales Tax	
Total Expense	

CLAIMANT SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE