

EXECUTIVE LEISURE & RECREATION

Expense Report Template

RETREAT/EVENT NAME

LOCATION/VENUE

INCLUSIVE DATES

SUBMITTED BY

TITLE/DEPARTMENT

COST CENTER/CODE

BUSINESS PURPOSE & ADDITIONAL NOTES

Subtotal

Gratuity / Fees / Taxes

Total Expense

CLAIMANT SIGNATURE

Date:

AUTHORIZED APPROVER

Date:

FINANCE / AUDIT REVIEW

Date: