

MARKETING & SPONSORSHIP EVENT EXPENSE REPORT

Expense tracking and budget variance documentation for corporate event sponsorships.

EVENT / SPONSORSHIP NAME

SPONSORSHIP LEVEL / PACKAGE

EVENT DATE(S)**LOCATION / VENUE**

REPORT PREPARED BY

DEPARTMENT / COST CENTER

SPONSORSHIP & EVENT EXPENSES

FINANCIAL SUMMARY

TOTAL APPROVED BUDGET

TOTAL ACTUAL SPEND

NET VARIANCE (+ / -)

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)