

AMUSEMENT & RECREATION

Expense Report Template

Report No:

Date:

EMPLOYEE NAME

DEPARTMENT

JOB TITLE

MANAGER NAME

*Categories: Ent. (Entertainment), Rec. (Recreation), Food (Food & Beverage), Tkt. (Tickets/Admission), Other

BUSINESS PURPOSE & CONNECTION TO AMUSEMENT/RECREATION ACTIVITY

Subtotal

Tax

Gratuity / Other

EMPLOYEE SIGNATURE

Signature:

Date:

MANAGER APPROVAL

Signature:

Date: