

BOARD RETREAT DINING & ENTERTAINMENT EXPENSE LOG

EXECUTIVE EXPENSE TEMPLATE

RETREAT LOCATION:

DATE OF EVENT:

HOST/EXECUTIVE NAME:

DEPARTMENT/ENTITY:

DATE	VENUE & LOCATION	BUSINESS PURPOSE / TOPIC	ATTENDEES & AFFILIATIONS	RECEIPT ATTACHED	AMOUNT (\$)
TOTAL EXPENSES					

SUBMITTED BY (SIGNATURE) DATE

APPROVED BY (SIGNATURE) DATE