

EVENT SPONSORSHIP EXPENSE TRACKER

EVENT NAME

EVENT DATE

SPONSORSHIP TIER / PACKAGE

SPONSOR COMPANY

ACCOUNT MANAGER

PROJECT CODE

SPONSORSHIP BUDGET

TOTAL ALLOCATED EXPENSES

TOTAL PAID

REMAINING BALANCE

CATEGORY	EXPENSE ITEM DESCRIPTION	VENDOR	EST. COST	ACTUAL COST	PAID AMOUNT	PAYMENT STATUS
						
						
						
						
						
						
						
						
Totals:						

NOTES & COMPLIANCE COMMENTS