

# TEAM BUILDING EVENT EXPENSE WORKSHEET

Budget Planning & Actual Expenditure Tracker

**Event Name:**

**Date of Event:**

**Department / Team:**

**Event Organizer:**

**Total Attendees:**

**Approved Budget (\$):**

## BUDGET PROJECTION & VARIANCE

Expense Category	Budgeted (\$)	Actual (\$)	Variance (\$)	Notes / Details
Venue & Facilities Hire				
Food, Beverages & Catering				
Activities & Facilitator Fees				
Transportation & Lodging				
Prizes, Swag & Materials				
Miscellaneous Contingency				
<b>Total Summary</b>				

## ACTUAL EXPENSE LOG

Date	Item Description / Vendor	Category	Paid By	Amount (\$)	Receipt (Y/N)

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL SPEND

**REMAINING BALANCE**

-----

---

Prepared By (Signature / Date)

---

Approved By (Signature / Date)