

THEATER AND SHOW TICKET PURCHASE LOG

Expense Template for Concert and Theater Tickets

Employee Name:

Department:

Log Period From:

Log Period To:

Purpose/Project:

Budget Limit:

DATE	EVENT / SHOW NAME	VENUE / THEATER	QTY	UNIT PRICE	TOTAL COST	PAYMENT METHOD

Subtotal	
Fees / Taxes	
Total Expense	

Claimant Signature & Date

Authorized Approver Signature & Date