

# TICKET EXPENSE REPORT

Concert & Theater Entertainment

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**EMPLOYEE NAME**

**DEPARTMENT**

**EMAIL/PHONE**

**REPORT DATE**

**MANAGER NAME**

**PROJECT / COST CENTER**

DATE	EVENT/SHOW NAME	VENUE	TYPE (CONCERT/THEATER)	QTY	UNIT PRICE	TOTAL	BUSINESS PURPOSE / CLIENT

<b>SUBTOTAL</b>	
<b>OTHER FEES / TAXES</b>	
<b>TOTAL EXPENSE</b>	

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EMPLOYEE SIGNATURE & DATE

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APPROVER SIGNATURE & DATE

