

LEISURE AND AMUSEMENT EXPENSE LOG

Amusement, Recreation, and Team Events Tracking

Employee Name: _____

Department: _____

Period From: _____

Period To: _____

DATE	ACTIVITY / EVENT NAME	CATEGORY	PAYMENT METHOD	RECEIPT ATTACHED	AMOUNT
			▼	<input type="checkbox"/>	
			▼	<input type="checkbox"/>	
			▼	<input type="checkbox"/>	
			▼	<input type="checkbox"/>	
			▼	<input type="checkbox"/>	
			▼	<input type="checkbox"/>	

Subtotal

Tax /
Additional Fees

Total Amount

Employee Signature & Date

Approver Signature & Date