

# CATERING EXPENSE SHEET

Marketing & Public Relations

EVENT / CAMPAIGN NAME

DATE OF EVENT

DEPARTMENT / COST CENTER

PROJECT MANAGER

PURPOSE (E.G., PRESS LAUNCH)

TARGET AUDIENCE / GUESTS



NOTES / SPECIAL INSTRUCTIONS

**Subtotal**

**Tax / VAT**

**Gratuity & Fees**

**Total Expense**

**Allocated Budget**

**Variance**

**SUBMITTED BY (SIGNATURE) DATE**

**APPROVED BY (SIGNATURE) DATE**