

STADIUM & ARENA TICKET EXPENSE SHEET

Employee Name:
Department:
Job Title:
Submission Date:
Manager Name:
Report Period:

DATE	SPORT / EVENT NAME	VENUE / STADIUM	SEAT/SEC/ROW	QTY	UNIT PRICE	TOTAL PRICE	PURPOSE / CLIENT
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Subtotal

Tax / Fees

Total Amount Due

EMPLOYEE SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE