

# STAFF HOLIDAY MEAL & CELEBRATION COST CALCULATOR

Expense Template for Company Parties and Holiday Meals

Event Name / Occasion

Event Date

Department / Team

Estimated Number of Attendees

Venue Hire / Space Rental

Catering & Food Services

Beverages & Bar Tab

Entertainment / Music / DJ

Decorations & Themes

Staff Gifts / Prizes / Favors

Transport / Staff Commute Support

Miscellaneous / Contingency

TOTAL BUDGETED

TOTAL ACTUAL SPEND

COST PER PERSON (ACTUAL)

**Notes & Special Instructions (e.g., dietary requirements, transport arrangements)**

PREPARED BY (ORGANIZER SIGNATURE)

APPROVED BY (MANAGEMENT SIGNATURE)