

STAFF OUTING & SOCIAL BUDGET

Expense Template for Company Picnics and Socials

Event Title: _____

Date of Event: _____

Event Coordinator: _____

Location/Venue: _____

Target Attendance: _____

Actual Attendance: _____

TOTAL BUDGETED
TOTAL ACTUAL SPENT
VARIANCE

Expense Breakdown

EXPENSE CATEGORY / ITEM	BUDGETED COST	ACTUAL COST	VARIANCE
Venue & Facilities			
Food & Beverage			
Entertainment & Activities			

EXPENSE CATEGORY / ITEM	BUDGETED COST	ACTUAL COST	VARIANCE
Logistics & Transportation			
Prizes, Swag & Miscellaneous			
Total Expenses			

Prepared By

Approved By