CLIENT ENTERTAINMENT AND GIFT EXPENSE LEDGER

Expense Template for Client Appreciation Events

Event Name:

Department:

Event Date:

Host/Organizer:

Budget Code:

Approved Budget ($):

DATE	CATEGORY	DESCRIPTION / PURPOSE	VENDOR / PROVIDER	RECIPIENT / CLIENT NAME(S)	AMOUNT ($)	RECEIPT [Y/N]

Total Entertainment:	
Total Gifts:	
Other Expenses:	
GRAND TOTAL:	

Prepared By (Signature & Date)

Authorized Approval (Signature & Date)