

CLIENT ENTERTAINMENT EXPENSE REPORT

EMPLOYEE
NAME:

DEPARTMENT:

JOB TITLE:

MANAGER/APPROVER:

DATE
SUBMITTED:

REPORT PERIOD:

DATE	CLIENT NAME & COMPANY	PURPOSE & VENUE	ATTENDEES (NAMES & TITLES)	RECEIPT (Y/N)	AMOUNT

Subtotal	
Tax / Tips	
Total Expense	

EMPLOYEE SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE