

DEPARTMENT SOCIAL EVENT EXPENSE REPORT

Team Building Activities & Social Gatherings

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|----------------------------|--|---------------------------|--|
| Event Title | | Date of Event | |
| Department | | Organizer / Host | |
| Number of Attendees | | Cost Center / Code | |

| DATE | CATEGORY / DESCRIPTION | VENDOR / MERCHANT | RECEIPT (Y/N) | AMOUNT |
|------------------------|------------------------|-------------------|---------------|--------|
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| Total Expenses: | | | | |

Additional Comments / Event Notes

Submitted By (Signature) Date

Authorized Approval (Signature) Date