**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Employee ID: |  | Department: |  |
| Job Title: |  | Contact No. & Email: |  |

**Event Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Event: |  | Location of Event: |  |
| Purpose of Event: |  | | |
| Attendees (Names and Titles): | [Name] | | [Title] |
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**Expense Details**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Description of Expense** | **Vendor/Location** | **Amount (Currency)** | **Receipt Attached (Yes/No)** | **Notes** |
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**Summary of Expenses**

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| --- | --- | --- | --- |
| Total Amount Claimed: |  | Currency: |  |

**Business Justification**

Please provide a detailed explanation of the business purpose of these entertainment expenses:

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**Employee Certification**

I certify that the above expenses were incurred for legitimate business purposes and that the information provided is accurate and complete.

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| --- | --- | --- | --- |
| Employee’s Signature: | Signature | Date: |  |

**Supervisor/Manager Approval**

I have reviewed the above entertainment expense report and approve it for reimbursement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor/Manager’s Name: | ` | | | |
| Supervisor/Manager’s Signature: | Signature | Date: |  | |
| Comments: | | | |
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**For Accounting/Finance Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Received By: |  | Date: |  |
| Processed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Payment Date: |  | Date: |  |

|  |
| --- |
| Comments: |
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**Notes:**

* Attach all receipts to the report.
* Provide detailed descriptions and justifications for each expense.
* Submit the report according to your company’s policy and deadlines.