

Entertainment/Meeting Expense Itemization Sheet

Payee: _____

SS#: _____

Department: _____

Business Purpose: To be documented in the space below by meeting or event; attach detailed receipts.

Event #	Date		Business Meeting			Unallowable Policy Entertainment	Catered Event	Transport/Parking	Other Expenses		TOTAL
	Month	Day	Bkfst	Lunch	Dinner	Item			Amount		
1.											
2.											
3.											
4.											
5.											
6.											
7.											
TOTAL											

Documentation of Business Purpose

Event #	List each meeting and/or event separately. Give details such as who, what, why and where.