

EVENT EXPENSE REPORT

EVENT:	
EVENT ORGANIZERS:	
EVENT PURPOSE:	
EVENT DATE:	

EVENT ESTIMATED EXPENSES:	
EVENT ACTUAL EXPENSES:	
COST DIFFERENCE:	

ITEMIZED EXPENSES

VENUE		
	ESTIMATED COST:	ACTUAL COST:
VENUE:		
VENUE STAFF:		
EQUIPMENT:		

REFRESHMENT		
	ESTIMATED COST:	ACTUAL COST:
FOOD:		
DRINKS:		
REFRESH.MENT TOTAL:		

TABLES AND CHAIRS:		
VENUE TOTAL:		

DECORATION		
	ESTIMATED COST:	ACTUAL COST:
FLOWERS:		
CANDLES:		
BALLONS:		
LIGHTING:		
OTHER:		
DECORATION TOTAL:		

LODGINGS		
	ESTIMATED COST:	ACTUAL COST:
HOTEL:		
TRANSPORT:		
OTHER:		
LODGINGS TOTAL:		

ENTERTAINMENT		
	ESTIMATED COST:	ACTUAL COST:
PERFORMERS:		
PRESENTERS:		
SPEAKERS:		
ENTERTAINMENT TOTAL:		

PRIZES		
	ESTIMATED COST:	ACTUAL COST:
RIBBONS:		
TROPHIES:		
GIFTS:		
PRIZES TOTAL:		

☐ I have attached all the necessary receipts to this expense report