

**ENTERTAINMENT EXPENSE**

TYPE \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL NO. OF PERSONS \_\_\_\_\_ (HOSTS \_\_\_\_\_ BUSINESS \_\_\_\_\_ OTHER \_\_\_\_\_)

NAME AND TITLE

COMPANY

BUSINESS RELATIONSHIP

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

BUSINESS REASON \_\_\_\_\_

NATURE OF BUSINESS DISCUSSION \_\_\_\_\_

IF DISCUSSION IS BEFORE OR AFTER, STATE DATE &amp; DURATION \_\_\_\_\_

**TRAVELING EXPENSE**

TYPE \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL NO. OF PERSONS \_\_\_\_\_ (BUSINESS TRAVELERS INC. SELF \_\_\_\_\_ OTHERS \_\_\_\_\_)

BUSINESS PURPOSE OF THIS PORTION OF TRIP \_\_\_\_\_

**ALLOCATION**

BUSINESS \_\_\_\_\_ PERSONAL \_\_\_\_\_ REIMBURSED \_\_\_\_\_

ALWAYS OBTAIN ITEMIZED BILL FOR LODGINGS IF MORE THAN ONE EXPENDITURE IS INCLUDED