

Team Building Expense Request Form

Use this **team building expense request form sample** to streamline the approval process for group activities and events. It ensures all necessary details and costs are clearly documented for efficient budget management. This form helps organizations maintain transparency and control over team building expenditures.

Requested By:

Date of Request:

Department/Team:

Activity/Event Name:

Purpose/Objective:

Date of Activity/Event:

Location:

Number of Participants:

Itemized Expense Breakdown:

e.g., Venue: \$200, Food: \$150, Supplies: \$50

Total Amount Requested (\$):

Additional Notes/Justification:

Approver:

Submit Request

