

Expense Receipt Form: Client Entertainment Expenses

The **expense receipt form** is designed to streamline the submission of client entertainment expenses, ensuring accurate and timely reimbursement. This form captures essential details such as date, amount, purpose, and attendees to maintain clear financial records. Proper documentation helps comply with company policies and supports transparent accounting practices.

Employee Name

Employee ID

Department

Date of Expense

Amount (USD)

Purpose of Entertainment

Client Name(s)/Company

Attendees (List all attendees, including company and guests)

Attach Receipt (Image or PDF)

Choose File

No file selected

Additional Notes (Optional)

Submit Expense

Expense Entry Example

Date	Amount	Purpose	Client/Company	Attendees
2024-05-12	\$275.00	Dinner meeting to discuss upcoming project collaboration	ABC Solutions LLC	John Doe (Employee), Jane Smith (ABC Solutions), Michael Lee (Employee)