

Expense Report

Today's Date

Name

Address

Explanation of Event:

Event:

Event Date:

Event Time:

Type of Event:

Location:

Expected # Participants:

Event Staff:

Advisor(s):

Event Staff Responsibilities

The event staff will be responsible for security and set up / clean up of the event.

Expense: Entertainment	\$ Price	Quantity	Line Total

<u>Sub-total:</u>	
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Expense: Prizes	\$ Price	Quantity	Line Total

<u>Sub-total:</u>	
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<u>Grand-total:</u>	
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