



Your Logo

Expense Report

Submitted by

Name: Jane Smith

Department: Sales

Job Title: Sales Executive

Date: XX - XX - XXXX

Purpose of Event: Entertain potential clients to build relationships and business opportunities

Client Names: ABC Corporation - Mr. John Brown, Ms. Mary Johnson

Event Date: [Month] [Date], 2030

Location: Downtown Steakhouse, 123 Main Street, Metropolis

Date	Account	Meals	Entertainment	Transportation	Total
XX-XX-XXXX	006	\$450.00	-	-	\$450.00
XX-XX-XXXX	007	-	\$600.00	-	\$600.00
XX-XX-XXXX	008	-	-	\$30.00	\$30.00
XX-XX-XXXX	008	-	-	\$25.00	\$25.00
XX-XX-XXXX	008	-	-	\$40.00	\$40.00
Total		\$450.00	\$600.00	\$95.00	\$1,145.00
				Total Due	\$1,145.00

Submitted by

Approved by

Writing A Sales And Expense Report

PT Brinkman



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