

Event Expense Report

Date of the event:

Location of the event:

Total number of attendees:

Description of the event:

Speaker(s) name (if applicable):

Description of expenses:

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| --- | --- | --- |
| Sponsor  | Expense amount | Itemized expenses i.e. food, beverages, speaker cost, etc.  |
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**Please include all itemized receipts with the event expense report.**