

DETAILED ENTERTAINMENT RECORD

DATE	ITEM	PERSONS ENTERTAINED BUSINESS RELATIONSHIP	PLACE NAME & LOCATION	BUSINESS PURPOSE	AMOUNT
PURPOSE OF TRIP				SUMMARY	
				TOTAL EXPENSES	#VALUE!
				LESS CASH ADVANCE	
				LESS COMPANY CHARGES	
				AMOUNT DUE EMPLOYEE	#VALUE!
				AMOUNT DUE COMPANY	#VALUE!

PREPARED BY _____

DATE _____

APPROVED BY _____

DATE _____