

DETAILED ENTERTAINMENT RECORD

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

PREPARED BY _____

DATE _____

APPROVED BY _____

AMOUNT
#VALUE!
#VALUE!
#VALUE!

DATE