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ENTERTAINMENT EXPENSES

| | |
|--------------------------|------|
| Name | |
| Address | |
| Department | |
| Entertainment, date from | Time |
| | |
| | |
| Other information | |

| | |
|------------------|------------------|
| no./employee no. | telephone number |
| Town | |
| Reason | |
| Time | |
| | |
| | |

Guests, recipients of gifts

| | |
|-------|--|
| Name | |
| | |
| | |
| | |
| | |
| | |

| | |
|-------|---------|
| | Company |
| | |
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| | |
| | |

Deductible expenses

| |
|---|
| Entertainment in connection with business, negotiat |
| Meal, snacks, taxi, theatre tickets etc. |
| <input type="checkbox"/> Outside home <input type="checkbox"/> At home <input type="checkbox"/> Lunch/ Dinner |
| Entertainment re employees board, accounts |
| <input type="checkbox"/> Lunch, dinner <input type="checkbox"/> Other |

| | Index | Debit | Authorised | Amount £ |
|--|-------|-------|------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Non-deductible expenses

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|----------------------|
| Excess expenses |
| Non-deductible gifts |
| VAT |

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|--------------------------|
| Received, Position, Name |
|--------------------------|

| | |
|-----------------------------------|------|
| Total restaurant receipt or other | |
| | Date |