

# Conference and Training Expense Documentation

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Event Dates: \_\_\_\_\_  
Location: \_\_\_\_\_

## Expense Details

Date	Description	Expense Type	Amount	Receipt Attached	Notes
<b>Total</b>					

## Summary/Remarks

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\_\_\_\_\_

Employee Signature

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\_\_\_\_\_

Supervisor Approval

Date: \_\_\_\_\_