

# Client Meeting Expense Log

Date: 

YYYY-MM-DD

Client Name: 

Enter client name

Meeting Location: 

Enter location

Attendees: 

List attendees

Purpose: 

Brief purpose of the meeting

Date	Expense Item	Description	Amount	Receipt #

Total Amount: 

Total

Notes: 

Additional comments or notes

Prepared By: 

Your name

Date Prepared: 

YYYY-MM-DD

Signature: