



# Expense Management Review

## Policy Compliance

Verify adherence to company hospitality expense policies, including spending limits, pre-approval requirements, and authorized vendors.

### Was pre-approval required for this expense?

- ☐ Yes, pre-approval was obtained
- ☐ No, pre-approval was not required
- ☐ No, pre-approval was not obtained

### Expense amount exceeding policy limit (if applicable)


### Was the vendor on the approved vendor list?

- ☐ Yes
- ☐ No
- ☐ Not applicable

### Was the expense within the per-person spending limit?

- ☐ Yes
- ☐ No
- ☐ Not applicable

**Attach copy of pre-approval documentation (if required)**

 Upload File

**Explain any deviations from policy**

Write something...

## Justification & Business Need

Confirm that all hospitality expenses are adequately justified and directly support a legitimate business need.

**Describe the Business Purpose of the Hospitality Expense**

Write something...

**Explain how this hospitality expense directly contributes to achieving a specific business objective.**

Write something...

**Estimated Value of Business Opportunity (e.g., Potential Deal Size)**

Enter a number...

### Primary Business Outcome Supported by this expense

- ☐ Client Acquisition
- ☐ Relationship Building
- ☐ Contract Renewal
- ☐ Team Building / Morale
- ☐ Partnership Development
- ☐ Other (Specify)

### If 'Other' was selected for Primary Business Outcome, please specify.

Write something...

### Was this expense pre-approved?

- ☐ Yes
- ☐ No

### If not pre-approved, explain the circumstances and why.

Write something...

### Date of Planned Business Outcome (e.g., deal closure)

Enter date...

## Reasonableness & Necessity

Assess whether the expenses incurred were reasonable and necessary for the business purpose. Avoid extravagance or unnecessary luxury.

### **Meal Cost per Person**

Enter a number...

### **Total Alcohol Spend**

Enter a number...

### **Justification for exceeding standard meal cost per person (if applicable)**

Write something...

### **Was a competitive quote obtained for venue/catering?**

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### **Describe why a more expensive venue/catering option was selected.**

Write something...

### **Number of attendees**

Enter a number...

### Was a cost-effective alternative considered?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Explain the necessity of any add-ons or extras (e.g., entertainment, decorations)

Write something...

## Attendee & Guest Appropriateness

Evaluate whether the individuals attending hospitality events are appropriate for the purpose and align with company values. Verify justification for guest inclusion.

### Guest Relationship Type

- ☐ Potential Client
- ☐ Existing Client
- ☐ Partner/Vendor
- ☐ Internal Stakeholder
- ☐ Other

### Justification for Guest Attendance

Write something...

### Guest Role/Title (if applicable)

- ☐ Executive
- ☐ Manager
- ☐ Team Member
- ☐ Other - Specify in Long Text

### Detailed explanation of guest's business relationship/reason for inclusion.

Write something...

### Was Pre-Approval Required for this Guest?

- ☐ Yes
- ☐ No
- ☐ N/A

### Supporting Documentation (e.g., email confirming invitation, meeting agenda)

 Upload File

## Vendor Selection & Negotiation

Review vendor selection process to ensure fair market rates were obtained and competitive bidding was considered where applicable. Examine for potential conflicts of interest.

### Was a competitive bid process used?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

**Number of bids received (if applicable)**

Enter a number...

**Deviation from Market Rate (Percentage)**

Enter a number...

**Explain any significant price deviations or justifications for selecting a particular vendor.**

Write something...

**Was pre-negotiated rates used?**

☐ Yes

☐ No

**Upload bid comparison sheet (if available)**

 Upload File

**Describe the vendor negotiation process.**

Write something...

## Documentation & Receipts

Confirm that all hospitality expenses are supported by proper documentation, including detailed receipts and invoices.

### Receipt for Meal/Beverage

 Upload File

### Total Meal/Beverage Cost (USD)

Enter a number...

### Brief Description of Meal/Beverage Event (e.g., Client Meeting, Team Dinner)

Write something...

### Invoice/Bill for Venue Rental (if applicable)

 Upload File

### Total Venue Rental Cost (USD)

Enter a number...

### Description of Venue Use and Attendees

Write something...

### Supporting Documentation for Event (e.g., Meeting Agenda, Guest List)

 Upload File



# Tax Compliance

Ensure proper handling of taxes related to hospitality expenses, including sales tax, VAT, or other relevant taxes.


## VAT/Sales Tax Applicability?

- ☐ Applicable
- ☐ Not Applicable
- ☐ Unknown

## VAT/Sales Tax Amount Claimed (if applicable)

Enter a number...

## Supporting VAT/Sales Tax Documentation (e.g., invoice)

 Upload File

## Is this expense subject to withholding tax?

- ☐ Yes
- ☐ No
- ☐ Unsure

## Tax Identification Number of Vendor (if applicable)

Write something...

### Notes/Comments regarding Tax Compliance (e.g., special exemptions)

Write something...

## Travel Integration (If Applicable)

If hospitality expenses are associated with travel, verify alignment with travel policies and potential bundled discounts.

### Was travel booked through approved channels?

- ☐ Yes
- ☐ No
- ☐ N/A - No Travel Involved

### Total Travel Expenses (Flights, Hotels, Meals)

Enter a number...

### Were travel discounts (e.g., corporate rates) utilized?

- ☐ Yes
- ☐ No
- ☐ Not Applicable


### Difference between standard rate and negotiated rate (if applicable)

Enter a number...

### Explain any deviations from standard travel policy (if any)

Write something...

### Upload Travel Itinerary

 Upload File

## Entertainment vs. Hospitality Distinction

Ensure a clear distinction between entertainment expenses (which may have stricter rules) and hospitality expenses designed to build relationships.

### Primary Purpose of Expense?

- ☐ Hospitality - Relationship Building
- ☐ Entertainment - Client Appreciation
- ☐ Combination of Both

### Explain the Business Justification

Write something...

### Did this expense involve client entertainment?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

**Approximate Number of Guests (including employee hosts)**

Enter a number...

**Describe the activity/event itself. Was it primarily social or business-focused?**

Write something...

**Was alcohol served at the event?**

☐

Yes

☐

No

☐

Not Applicable