

# Educational Workshop Expense Form

Workshop Title

Date

Location

Facilitator(s) Name

Department / Organization

Description / Purpose of Workshop

Expense Details

Expense Item	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount

Date Submitted

Remarks / Notes

Submitted By

Approved By