

Contingency and Miscellaneous Expense Sheet

Project: _____

Date: _____

#	Description	Category	Estimated Cost	Actual Cost	Remarks
1	Unplanned Material Delivery	Contingency	â,±5,000.00		
2	Additional Safety Equipment	Miscellaneous	â,±3,200.00		
3	On-site Repairs	Contingency	â,±4,500.00		
4	Travel Expenses	Miscellaneous	â,±2,000.00		
			Total: â,±14,700.00	Actual Total: _____	

Important Notes:

- This sheet is used to track unforeseen and incidental project expenses.
- Always provide detailed descriptions and specify whether the cost is contingency or miscellaneous.
- All expenses must be supported by official receipts and/or proper documentation.
- Review and update totals regularly to ensure accurate budget tracking.
- Approval may be required before incurring expenses noted as "contingency."