Monthly Team Meeting Budget Report

Month:	June 2024	**Team:**	Product Development
Prepared by:	Jane Doe	**Date Prepared:**	2024-06-28

Meeting Details

Date	Location	Duration	Number of Attendees	Meeting Purpose
2024-06-20	Conference Room B	2 hours	12	Monthly status update & planning

Budget Breakdown

Expense Item	Quantity	Unit Cost	Total Cost
Refreshments	12	$7.50	$90.00
Stationery	1 set	$15.00	$15.00
Equipment Rental	1	$30.00	$30.00
Transportation Allowance	4	$10.00	$40.00
Total Expenses			**$175.00**

Budget Summary

Budget Allocated:	$200.00
Total Expenses:	$175.00
Remaining Budget:	$25.00

Important Notes

- This report should be reviewed and approved by the team lead or department head.
- All receipts and supporting documents should be attached or referenced where necessary.
- Accurate and transparent budgeting helps maintain accountability for team expenses.
- Always align budget allocations with company policies and guidelines.