

Expenditure Breakdown Document

Project/Dept: Marketing Campaign Q3 2024

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Date: 2024-06-18

Reference No.: EXP-024-06

1. Summary Table

#	Expenditure Item	Description	Category	Amount (USD)
1	Social Media Ads	Facebook and Instagram promotion	Advertising	2,500
2	Printing Materials	Brochures and Banners	Marketing Materials	1,200
3	Event Rental	Venue and equipment for launch event	Event	3,000
4	Staff Travel	Travel expenses for event team	Travel	800
Total				7,500

2. Additional Details

Item	Vendor / Payee	Date	Payment Method	Remarks
Social Media Ads	AdPro Solutions	2024-05-21	Credit Card	Invoice #4578
Printing Materials	PrintHouse Ltd.	2024-05-22	Bank Transfer	Invoice #225
Event Rental	VenueX Events	2024-06-02	Bank Transfer	Partial Advance
Staff Travel	AirSky Travels	2024-06-05	Corporate Account	-

Important Notes

- All expenditures must be supported by original invoices and receipts.
- Ensure that every item is categorized correctly for transparent accounting.
- Review the totals and crossverify with attached documents before submission.
- This document should be approved by the department head prior to final processing.
- Retain a copy of this breakdown for future reference and auditing purposes.