

Expenditure Breakdown Document

Project/Dept: Marketing Campaign Q3 2024
Prepared By: Jane Doe
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.