

Project-Based Budget Expenditure Log

Project Name: Community Health Outreach

Project Manager: Jane Doe

Project Code: CHO-2024-001

Start Date: 2024-03-15

End Date: 2024-12-15

Reporting Period: Q2 2024

Expenditure Log

Date	Category	Description	Vendor/Payee	Amount (USD)	Reference/Invoice #	Remarks
2024-04-10	Supplies	Purchased medical kits	MedEquip Inc.	1,200.00	INV-4582	
2024-04-22	Transportation	Van rental for outreach	GoTransport Ltd.	350.00	TR-0219	Outreach event #1
2024-05-02	Personnel	Field staff allowance	John Smith	800.00	PERS-334	
2024-05-17	Supplies	Printing awareness flyers	PrintNow	120.00	INV-4890	
2024-05-24	Miscellaneous	Refreshments for volunteers	SuperMart	65.00	REC-7781	
Total				2,535.00		

Important Notes

- Keep all original receipts and invoices for every recorded expense.
- All entries should be made chronologically and include sufficient details for audit purposes.
- Ensure all expenditures align with the approved project budget categories.
- Regularly review and update the log to monitor budget utilization and forecast future spending.
- This log contributes to transparent and accountable project financial management.