

Departmental Operational Expenses

Department: _____
Reporting Period: _____
Prepared By: _____
Date: _____

Expense Details

No.	Expense Item	Description	Date	Amount	Remarks
1	Office Supplies	Pens, Paper, Folders	2024-06-02	150.00	Monthly stock
2	Utilities	Electricity Bill	2024-06-05	320.00	May 2024
3	Travel	Client Meeting	2024-06-10	75.00	Taxi fare
				Total	545.00

Reviewed By: _____
Approved By: _____

Important Notes

- All expense items should be supported by valid documentation (receipts, invoices, etc.).
- Please ensure all entries are accurate and submitted within the reporting period.
- This form should be reviewed and approved by the authorized personnel before processing.
- Misreporting of expenses may lead to disciplinary actions.