

Expense Category Summary Table

Category	Budgeted Amount	Actual Amount	Variance	Notes
Transportation	\$400	\$395	-\$5	Within budget
Meals & Entertainment	\$250	\$310	+\$60	Over budget due to client lunch
Supplies	\$100	\$75	-\$25	Less supplies required this month
Utilities	\$90	\$95	+\$5	Minor increase in usage
Travel	\$500	\$470	-\$30	Optimized routes
Total	\$1,340	\$1,345	+\$5	-

- Ensure all expenses are accurately categorized and documented.
- Review variances regularly to identify trends and cost-saving opportunities.
- Attach supporting receipts and documentation as required for auditing purposes.
- Update the summary table monthly or as per your organization's policy.
- Consult with the finance team for any unusual or large variances.