

Project-Based Monthly Expense Statement

Project Name: _____

Month & Year: _____

Prepared By: _____

Project Code: _____

Expense Details

Date	Expense Category	Description	Reference/Invoice No.	Amount	Paid By	Remarks
2024-06-05	Supplies	Office stationery	INV-1012	120.00	J. Doe	
2024-06-10	Travel	Field visit transport	RCP-0877	350.00	M. Smith	Taxi receipts attached
2024-06-14	Consultancy	External report review	INV-1047	500.00	J. Doe	
2024-06-18	Utilities	Communication costs	RCP-0881	75.00	M. Smith	Mobile calls
Total Expenses				1,045.00		

Important Notes:

- This document summarizes all monthly project-related expenses for financial tracking and reporting.
- All entries must be supported with valid receipts and appropriate approval.
- Ensure accurate categorization of expenses to facilitate quick audits and reimbursement.
- Update this statement regularly to maintain transparency and timely project budget monitoring.
- Report discrepancies or unapproved expenses to the finance department immediately.