

# Project-Based Expense Settlement Statement

## Project Details

**Project Name:**  
ABC Marketing Initiative  
**Project Code:**  
MK2024-07  
**Department:**  
Marketing  
**Period:**  
June 2024  
**Prepared By:**  
Jane Smith  
**Submission Date:**  
2024-07-05

## Expense Breakdown

Date	Expense Description	Category	Reference	Amount (USD)
2024-06-03	Social media advertising	Advertising	Inv#1374	400
2024-06-10	Design services	Creative	Inv#1390	250
2024-06-18	Project meeting refreshments	Meals	Rcpt#212	80
2024-06-25	Printing marketing flyers	Printing	Inv#1422	150
<b>Total Expenses</b>				880
Advance Received				800
<b>Balance to Settle</b>				<b>80</b>

Prepared By:

\_\_\_\_\_  
Jane Smith  
Date: \_\_\_\_\_  
Reviewed By:

\_\_\_\_\_  
John Doe  
Date: \_\_\_\_\_  
Approved By:

\_\_\_\_\_  
Mary Johnson  
Date: \_\_\_\_\_

- All expense claims must be accompanied by original supporting documents (invoices/receipts).
- Any unspent advance amount must be returned promptly with this statement.
- This form should be fully completed and approved before final settlement can be processed.
- Ensure accuracy of project and financial information to avoid delays.