

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

Total Expenses	880
Advance Received	800
Balance to Settle	80

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.