

# Project-Based Expense Request Document

Project Name: Website Redesign Initiative  
Project Code: PRJ-2024-0815  
Expense Requestor: Maya Johnson  
Department: Marketing  
Date of Request: 2024-06-17  
Requested Amount: \$4,350  
Project Manager: Samuel Lee

## Expense Details

Description	Category	Vendor/Supplier	Amount (USD)	Justification
UI/UX Design Services	Professional Services	DesignCo Studio	\$2,200	Required for user interface redesign
Stock Image Purchase	Assets	StockPhotoHub	\$600	Website banner and content images
Content Copywriting	Contractor	CopyWrite Ltd.	\$1,000	Revise and improve content for new site
Domain Renewal	IT / SaaS	WebHostPro	\$550	Required for continued web presence
				<b>\$4,350</b>

## Approval Section

Reviewed By: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_  
Approval Signature: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

### Important Notes:

- All expenses must align with the approved project budget and objectives.
- Receipts and supporting documents must be attached where applicable.
- Requestor is responsible for providing accurate and complete information.
- Approval must be received before incurring the expenses.
- Expense requests are subject to audit and organizational policies.