

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 |
| | | | \$4,350 | |

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.