

Project-Based Expense Audit Form

Project Name: _____

Project Code / ID: _____

Department: _____

Audit Period: _____ to _____

Expense Details

#	Date	Expense Description	Vendor / Payee	Category	Reference / Invoice#	Amount	Eligible (Y/N)	Remarks
1	____/____/____							
2								
3								
Total								

Auditor's Observations / Summary

Date: _____

Prepared by _____

Date: _____

Reviewed by _____

Date: _____

Approved by _____

Important Notes:

- This form should be completed for each project audit cycle and retained for records.
- Ensure supporting documents (invoices, receipts) are attached for every listed expense.

- Review eligibility of each expense based on project policies and funding requirements.
- Signatures from all designated authorities are required for process completion.
- Discrepancies or ineligible expenses must be detailed in the remarks and observations sections.