

# Activity-Based Project Expense Report

Project Name:

Project ID/Code:

Report Period:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prepared By:

Date Prepared:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Activity-Wise Expense Summary

Activity	Description	Expense Date	Expense Type	Amount	Reference	Remarks
Activity 1	Site Survey	12/04/2024	Travel	150.00	INV-1203	-
Activity 2	Material Procurement	13/04/2024	Supplies	430.00	SUP-7892	Initial batch
Activity 3	Team Training	14/04/2024	Training	220.00	TRN-0134	Session 1
					<b>Total: 800.00</b>	

Approved by:

Approval Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes

- All expenses should be supported by valid receipts or references.
- Expenses must be allocated to specific activities for better project tracking.
- This report aids in monitoring project budget versus actual spending.
- Ensure timely submission and approval for accurate financial records.
- Review all entered data for accuracy before finalizing the report.