

Head-wise Project Expense Statement

Project Title: Website Redesign
Project ID: PRJ-2024-015
Reporting Period: Jan - Mar 2024
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Date: 10 April 2024
Department: IT Solutions

Expense Statement

S. No.	Expense Head	Description	Amount (USD)	Remarks
1	Design & UI	Vendor Payment for UI/UX Design	3,000	Completed in Jan
2	Development	Backend & Frontend Coding	7,000	80% done
3	Testing	QA and Bug Fixes	1,200	Ongoing
4	Hosting	Annual Server Charges	800	Paid
5	Miscellaneous	Contingency Expenses	350	As required
Total			12,350	

Important Notes

- All expenses should be supported with valid bills or receipts.
- Each expense head must match the project’s approved budget categories.
- Variances between budgeted and actual expenses should be justified in remarks.
- This document must be reviewed and approved by the project manager.
- Keep a digital backup of the statement and all supporting documents.