

# Itemized Project Expense Statement

Project Name: Sample Infrastructure Upgrade

Project Code or ID: INF-2024-001

Prepared By: Jane Doe

Date: 2024-06-12

Reporting Period: 01 May 2024 – 31 May 2024

## Expense Breakdown

Expense Item	Description	Date	Amount (USD)	Remarks
Procurement of Network Devices	Switches and routers for phase 1	2024-05-05	2,800	-
Professional Services	Network installation labor	2024-05-13	1,450	External vendor
Training & Workshop	Technical staff upskilling	2024-05-22	800	-
Office Supplies	Cables and connectors	2024-05-28	250	Receipts attached
			<b>Total:</b>	<b>5,300</b>

## Important Notes

- All expenses must be supported by valid receipts and authorizations.
- Ensure each item is clearly described and categorized.
- Review and reconcile amounts to avoid discrepancies.
- This document is essential for project financial transparency and audit purposes.
- Retain copies of all related documents for record-keeping.