

# Quarterly Project Expense Summary

Project Name: \_\_\_\_\_  
Quarter: \_\_\_\_\_  
Project Manager: \_\_\_\_\_

Expense Category	Budgeted Amount	Actual Expenditure	Variance	Remarks
Personnel	\$ _____	\$ _____	\$ _____	
Materials & Supplies	\$ _____	\$ _____	\$ _____	
Travel	\$ _____	\$ _____	\$ _____	
Equipment	\$ _____	\$ _____	\$ _____	
Other (Specify)	\$ _____	\$ _____	\$ _____	
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	

## Prepared By:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes:

- Ensure all expenditures are supported by valid receipts and documentation.
- Include explanations for significant variances between budgeted and actual amounts.
- Submit this summary promptly at the end of each quarter to ensure timely review.
- Update categories as necessary to reflect the specifics of your project.