

Quarterly Project Expense Summary

Project Name: _____
Quarter: _____
Project Manager: _____

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

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.