

# Event Expense Summary

Date	Category	Description	Paid To	Payment Method	Amount (USD)	Receipt
2024-05-12	Venue	Venue Rental	ABC Halls	Bank Transfer	2,500.00	Yes
2024-05-13	Catering	Lunch Buffet	Tasty Bites	Credit Card	1,200.00	Yes
2024-05-13	Decor	Flowers & Banners	Flora Decorators	Cash	420.00	No
2024-05-14	Logistics	Audio Equipment	Sound Solutions	Bank Transfer	950.00	Yes
2024-05-15	Miscellaneous	Team T-Shirts	PrintCo	Credit Card	300.00	No
<strong>Total</strong>					<strong>5,370.00</strong>	

## Important Notes:

- Ensure all receipts are collected and properly labeled for auditing purposes.
- Update the summary regularly as more expenses are incurred.
- Cross-check totals to minimize errors and discrepancies.
- This format can easily be replicated or imported into Google Sheets for team collaboration.
- Categorizing expenses helps in budget tracking and post-event analysis.