

Project-Based Expense Report

Project Name: _____ Project Code: _____

Project Manager: _____ Department: _____

Reporting Period: _____ to _____ Date Submitted: _____

Expense Details

Date	Description	Category	Payee/Vendor	Receipt #	Amount (USD)
____/____/____	Example: Travel to client site	Travel	ABC Taxi	12345	120.00
____/____/____	Office supplies for workshop	Supplies	Stationery Inc.	34567	45.50
____/____/____	Client lunch meeting	Meals	Deli Cafe	45678	38.20
Total					203.70

Remarks / Justification:

Prepared by:

Name: _____

Signature: _____

Date: ____/____/____

Approved by:

Name: _____

Signature: _____

Date: ____/____/____

Important Notes

- All expenses should be supported by original receipts or invoices.
- Only expenses directly related to the project should be included.
- Ensure accuracy in dates, descriptions, and amounts.
- Obtain necessary approvals before submitting the report.
- Review company policy or funding guidelines to confirm allowable expenses.