

Project-Based Expense Statement

Project Name:

Website Redesign Initiative

Project ID:

PRJ-2024-15

Prepared By:

Alex Morgan

Department:

IT & Development

Date:

2024-06-15

Reporting Period:

2024-05-01 to 2024-05-31

Expense Details

Date	Description	Category	Amount (USD)
2024-05-03	Template purchase	Materials	150.00
2024-05-10	UI/UX Consulting fee	Professional Service	600.00
2024-05-12	Cloud hosting charges	IT Services	120.00
2024-05-20	Photo licenses	Licenses	95.00
2024-05-29	Team lunch (project milestone)	Team Expenses	80.00
Total			1,045.00

Prepared by

Date:

Approved by

Date:

- All expenses must be supported by relevant receipts or invoices.
- Ensure accuracy in categorizing each expense as per organizational guidelines.
- Submit the statement within five working days after month-end or project phase completion.
- Unauthorized or personal expenses are strictly not allowed in this report.
- Retain a copy of the submitted statement for record-keeping purposes.