

Expense Breakdown Table

Project / Event: XYZ Initiative

Date: 2024-07-01

#	Category	Description	Amount (USD)	Notes
1	Travel	Flight tickets for team	1,200.00	Round trip
2	Accommodation	Hotel stay (3 nights)	900.00	Inclusive of taxes
3	Meals	Team lunch & dinner	350.00	During event days
4	Supplies	Workshop materials	175.00	
5	Miscellaneous	Transport, Printing	120.00	
Total				2,745.00

Important Notes:

- All amounts are in USD and should be supported by valid receipts.
- Categorize each expense clearly for transparency and tracking.
- Ensure the total matches the sum of individual amounts.
- Attach this document with all proofs for reimbursement or reporting purposes.
- Review and update this breakdown with any additional or revised expenses.