

# Department Expense Tracking Template

Department Name

e.g. Human Resources

Manager

Manager Name

Reporting Period

e.g. Q1 2024

## Expense Details

Date	Expense Category	Description	Amount	Resource Used	Notes
<div></div>	<div>Travel</div>	<div>Brief description</div>	<div></div>	<div>e.g. John Doe</div>	<div>Optional notes</div>
<div></div>	<div>Travel</div>	<div>Brief description</div>	<div></div>	<div>e.g. Jane Smith</div>	<div>Optional notes</div>

## Summary

Total Department Expense

Budget Allocated

Variance