

# Business Unit Expense Tracking Template

## Business Unit Details

Business Unit:Manager:

Reporting Period:Date Prepared:

## Expense Breakdown

| Date | Expense Category | Description | Vendor / Payee | Amount | Payment Method | Notes |
|------|------------------|-------------|----------------|--------|----------------|-------|
|      |                  |             |                |        |                |       |
|      |                  |             |                |        |                |       |
|      |                  |             |                |        |                |       |

## Summary

Total Expenses:

Budget Allocated:

Remaining Budget:

Remarks: