

Project Expense Report

Project Name

Team Name

Date of Submission

Report Prepared By

Project Period

e.g., Jan 2024 – Mar 2024

Date	Expense Category	Description	Amount	Receipt/Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
			Total	0.00

Additional Comments / Notes

Approver Name

Date of Approval

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