

Monthly Expense Report

Prepared For: _____
Department: _____

Report Date: _____
Month: _____

Expense Details

Date	Category	Description	Payment Method	Amount
____ / ____ / ____	_____	_____	_____	_____
____ / ____ / ____	_____	_____	_____	_____
____ / ____ / ____	_____	_____	_____	_____

Total Expenses _____

Approved By _____

Date ____ / ____ / ____