

Quarterly Business Expense Statement Example

Business Name: _____
Quarter: _____
Prepared By: _____
Date: _____

Expense Details

Date	Description	Category	Amount
2024-04-07	Office Supplies Purchase	Office Supplies	\$150.00
2024-05-01	Client Lunch	Meals & Entertainment	\$85.00
2024-05-15	Internet Subscription	Utilities	\$120.00
2024-06-10	Travel to Conference	Travel	\$500.00
2024-06-20	Software License Renewal	Technology	\$200.00

Summary by Category

Category	Total
Office Supplies	\$150.00
Meals & Entertainment	\$85.00
Utilities	\$120.00
Travel	\$500.00
Technology	\$200.00
Total	\$1,055.00