

# Monthly Expense Report

Name: \_\_\_\_\_

Month: \_\_\_\_\_

Department: \_\_\_\_\_

## Expense Details

Date	Description	Category	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			_____

Notes:

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_