

Monthly Expense Report

Project: Project Management

The **monthly expense report** is an essential tool for project management, providing a detailed overview of all costs incurred during the month. It helps ensure budget adherence and facilitates informed decision-making. Regularly reviewing this report enhances financial transparency and project accountability.

Date	Description	Category	Amount (USD)
2024-06-03	Project Management Software Subscription	Software	250.00
2024-06-07	Team Meeting Lunch	Food & Beverage	68.50
2024-06-14	Contractor Payment	Labor	1,200.00
2024-06-18	Office Supplies	Supplies	95.75
2024-06-22	Travel to Client Site	Travel	320.00
Total:			1,934.25

Summary

- Total Expenses:** \$1,934.25
- Budget for June 2024:** \$2,500.00
- Remaining Budget:** \$565.75