

Project Expense Form Sample Excel for Construction

The **Project expense form** sample Excel template is designed specifically for construction projects, enabling accurate tracking of costs and budget management. This form helps project managers and accountants maintain detailed records of expenses such as materials, labor, and equipment. Using this organized spreadsheet ensures timely financial reporting and improved project cost control.

Sample Project Expense Form (Excel Layout)

| Date | Expense Category | Description | Vendor/Supplier | Invoice # | Amount | Paid By | Notes |
|------------|------------------|--------------------|---------------------------|-----------|---------|---------------|---------------------|
| 2024-06-08 | Materials | Cement Bags | ABC Construction Supplies | INV-10023 | \$800 | Bank Transfer | For foundation work |
| 2024-06-09 | Labor | Site Workers Wages | N/A | N/A | \$1,200 | Cash | Week 24 wages |
| 2024-06-10 | Equipment | Excavator Rental | XYZ Rentals | INV-10024 | \$650 | Credit Card | 2-day rental |
| Total | | | | | \$2,650 | | |

Tip: Download this table as an Excel template to customize for your construction project needs.