

# 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
<b>Total</b>					<b>\$2,650</b>		

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