

This **monthly project expense form sample** helps track and manage project costs efficiently. It provides a clear layout for recording expenses, ensuring accuracy and accountability. Use this form to monitor your budget and optimize resource allocation throughout the project duration.

## Monthly Project Expense Form

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

Project Manager: \_\_\_\_\_

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

Date	Description	Category	Amount (USD)	Receipt Attached	Remarks
		Travel ▾		<input type="checkbox"/>	
		Travel ▾		<input type="checkbox"/>	
<b>Total</b>					

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_