

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
		<div>Travel</div>		<input type="checkbox"/>	
		<div>Travel</div>		<input type="checkbox"/>	
Total					

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