

Event Expense Form Sample Excel Template with Budget Tracking

This **Event expense form** sample Excel template helps you efficiently track and manage your event budget. It organizes all costs in one place, ensuring accurate financial monitoring and control. Ideal for seamless budgeting and expense reporting.

Sample Event Expense Form Layout

Category	Description	Budgeted Amount	Actual Amount	Difference	Notes
Venue	Rental Fee	\$2,000	\$1,900	\$100	Negotiated discount
Catering	Food & Beverages	\$1,500	\$1,450	\$50	Reduced items
Decorations	Floral & Theme	\$700	\$750	-\$50	Extra centerpiece
Entertainment	Band/DJ	\$1,000	\$1,000	\$0	Within budget
Marketing	Promotions & Ads	\$500	\$450	\$50	Social media campaign only
Other	Miscellaneous	\$300	\$280	\$20	Unexpected costs
Total		\$6,000	\$5,830	\$170	

Instructions

- Enter your estimated amounts under **Budgeted Amount** for each category.
- As expenses occur, record the actual amount spent in **Actual Amount**.
- The template calculates the **Difference** to help you monitor budget deviations.
- Add any relevant notes for each item for future reference or justification.

Tip: Download and customize the Excel file for your event needs, and easily share with your team for real-time budget tracking.