

Detailed Expense Receipt Form

This **detailed expense receipt form** is designed to streamline project management by accurately tracking and documenting all project-related expenditures. It ensures transparency and accountability, allowing project managers to monitor costs effectively. Utilizing this form helps maintain organized financial records crucial for successful project completion.

Project Details

Project Name:		Project Manager:	
Project Code/ID:		Department:	
Date Submitted:			

Expense Receipt Details

#	Date of Expense	Expense Category	Vendor/Supplier	Description	Receipt/Invoice #	Amount (USD)	Tax (if applicable)	Total Amount	Attachment
1									
2									
TOTAL									

Purpose of Expense / Notes

Provide brief details regarding the necessity and relevance of these expenses to the project.

Approval Routing

Submitted By		Date	
Reviewed By		Date	
Approved By		Date	

Please attach digital receipts or scanned copies of paper receipts to this form. Retain a copy for your records.
For office use only: Verified and entered into accounting system on _____ by _____.