

Expense Form
For [Project Name]

Expense Form

PROJECT DETAILS

Project Name: *Name of the project incurring this expense*
Project Manager: *Name of the Project Manager responsible for this expense*
Team Member: *Name of the person submitting this expense form*

EXPENSE DETAILS

Activity ID	Task ID	Expense Date	Expense Type	Expense Description	Expense Amount	Payee Name	Invoice Number
				Total			

APPROVAL DETAILS

Submitted by

Name:

Signature:

Date:

Approved by

Name:

Signature:

Date:

_____ / _____ / _____

Any invoices relating to this Expense Form should be attached to this document.

PLEASE FORWARD THIS FORM TO THE PROJECT MANAGER FOR APPROVAL