

# MONTHLY EXPENSE REPORT



Name: \_\_\_\_\_ Date: July 18, 2023

Subcommittee: \_\_\_\_\_ Position: \_\_\_\_\_

Annual Budget \_\_\_\_\_ Month: \_\_\_\_\_

Balance: \_\_\_\_\_

| Date | Description | Mileage | Materials | Misc | Other | Amount |
|------|-------------|---------|-----------|------|-------|--------|
|      |             |         |           |      |       |        |
|      |             |         |           |      |       |        |
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|      |             |         |           |      |       |        |
|      |             |         |           |      |       |        |
|      |             |         |           |      |       |        |

Monthly Subtotal: \_\_\_\_\_

Less Annual Budget: \_\_\_\_\_

Total owed to you: \_\_\_\_\_

Total due: \_\_\_\_\_

Balance Forward: \_\_\_\_\_

Approved by: \_\_\_\_\_

Please attach all receipts

