

PROJECT EXPENSE REPORT

Track budget vs. actual by cost category

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Project Name	
Project Manager	
Start Date	
Total Budget	

Project Code	
Client / Sponsor	
End Date	
Currency	USD

Date	Cost Category	Vendor	Description	Charged To (Task / WBS)	Budgeted
2026-02-05	Labour	Internal	Implementation consultants	WBS 1.1	12,000.00
2026-02-18	Software	HashMicro	HM3 licences	WBS 1.2	8,500.00
2026-03-02	Hardware	Dell	Server infrastructure	WBS 2.1	6,400.00
2026-03-20	Travel	Various	On-site training	WBS 3.1	2,500.00
2026-04-05	Contingency	—	Change request #04	WBS 4.0	1,500.00
PROJECT TOTALS					30,900.00

Budget Utilisation	97.6%
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Actual	Variance
11,850.00	150.00
8,500.00	0.00
6,720.00	-320.00
2,185.50	314.50
900.00	600.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
30,155.50	744.50