

Expense Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Project Name: [Project Name]

Summary of Project Expenses

Description	Date Incurred	Amount	Receipt Attached
[Expense Description 1]	[Date]	[Amount]	[Yes/No]
[Expense Description 2]	[Date]	[Amount]	[Yes/No]

Total Expenses

Total Amount: [Total Amount]

Thank you for your attention to this report. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]