

ANNUAL EXPENSE SUMMARY

Tally each category by quarter; total across and down. The Excel version breaks the year into all twelve months.

Business _____ Year _____

Prepared by _____ Notes _____

Category	Q1 (Jan–Mar)	Q2 (Apr–Jun)	Q3 (Jul–Sep)	Q4 (Oct–Dec)	Year total
Airfare					
Lodging					
Meals & tips					
Ground transport					
Fuel / mileage					
Parking & tolls					
Supplies					
Phone / internet					
Entertainment					
Other					
Quarter total					

YEAR TOTAL

Prepared by / date _____

Reviewed by / date _____