

QUARTERLY EXPENSE REPORT

Category totals for each month of the quarter; total across and down.

Name / department _____ Quarter (e.g. Q3 2026) _____

Prepared by _____ Budget for quarter _____

Category	Month 1	Month 2	Month 3	Quarter total
Airfare				
Lodging				
Meals & tips				
Ground transport				
Fuel / mileage				
Parking & tolls				
Supplies				
Phone / internet				
Entertainment				
Other				
Month totals				

QUARTER TOTAL

Budget for quarter

Over / (under) budget

Prepared by / date _____

Reviewed by / date _____