

PERSONAL EXPENSE REPORT

Personal Information

Name: John Doe
Address: 1234 Main Street
Contact Number: 555-123-4567
Email Address: john.doe@example.com

Expense Period

Start Date: 1st Jan 2024
End Date: 31 Jan 2024

Total Expenses

\$125.00

Date	Category	Description	Amount
01 Jan 2024	Transportation	Bus Fare	5.00
02 Jan 2024	Food & Beverage	Breakfast at Cafe ABC	3.50
03 Jan 2024	Utilities	Electricity Bill Payment	25.00
04 Jan 2024	Shopping	Supermarket Groceries	15.00
05 Jan 2024	Health	Gym Membership Fee	10.00
06 Jan 2024	Transportation	Taxi Fare to Office	8.00
07 Jan 2024	Food & Beverage	Dinner at Restaurant	20.00
08 Jan 2024	Utilities	Water Bill Payment	12.00
09 Jan 2024	Transportation	Subway Ticket	2.50
10 Jan 2024	Food & Beverage	Snacks at Office	4.00
11 Jan 2024	Transportation	Bus Fare	5.00
12 Jan 2024	Food & Beverage	Lunch at Office	6.00
13 Jan 2024	Utilities	Gas Bill Payment	18.00
14 Jan 2024	Transportation	Bus Fare	5.00
15 Jan 2024	Food & Beverage	Dinner at Home	10.00
16 Jan 2024	Utilities	Internet Bill Payment	10.00
17 Jan 2024	Transportation	Bus Fare	5.00
18 Jan 2024	Food & Beverage	Snacks at Office	4.00
19 Jan 2024	Transportation	Bus Fare	5.00
20 Jan 2024	Food & Beverage	Dinner at Home	10.00
21 Jan 2024	Utilities	Electricity Bill Payment	25.00
22 Jan 2024	Transportation	Bus Fare	5.00
23 Jan 2024	Food & Beverage	Snacks at Office	4.00
24 Jan 2024	Transportation	Bus Fare	5.00
25 Jan 2024	Food & Beverage	Dinner at Home	10.00
26 Jan 2024	Utilities	Gas Bill Payment	18.00
27 Jan 2024	Transportation	Bus Fare	5.00
28 Jan 2024	Food & Beverage	Snacks at Office	4.00
29 Jan 2024	Transportation	Bus Fare	5.00
30 Jan 2024	Food & Beverage	Dinner at Home	10.00
31 Jan 2024	Utilities	Electricity Bill Payment	25.00

Notes

1. All expenses are recorded in this report and are subject to audit.
2. Please ensure all receipts are kept for verification.
3. Please sign the report upon completion of reporting period.

Declaration: I hereby declare that the information provided in this report is true and accurate to the best of my knowledge.

John Doe

Signature

15 Jan 2024

Date

PERSONAL EXPENSE REPORT TEMPLATE

Track individual spending habits with personalized financial management template.



Personal Size Expense Report S

Richard Bailey



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