

PERSONAL EXPENSE REPORT

Personal Information

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

Expense Period

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

Total Expense

\$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 Airport	8.00
07 Jan 2024	Utilities	Water Bill Payment	2.00
08 Jan 2024	Food & Beverage	Dinner at Restaurant	12.00
09 Jan 2024	Shopping	Online Retail Purchase	18.00
10 Jan 2024	Transportation	Subway Ticket	2.50
11 Jan 2024	Food & Beverage	Snacks at Office	4.00
12 Jan 2024	Utilities	Internet Service Charge	1.00
13 Jan 2024	Transportation	Bus Fare	5.00
14 Jan 2024	Food & Beverage	Breakfast at Home	2.00
15 Jan 2024	Transportation	Bus Fare	5.00
16 Jan 2024	Food & Beverage	Dinner at Home	3.00
17 Jan 2024	Transportation	Bus Fare	5.00

Notes

For more detailed expense tracking, please refer to the attached spreadsheet file.

Keep receipts and invoices for all transactions during the period.

Make sure to update your report at the end of each month.

Confidential: This report contains personal financial information and should be handled accordingly.

John Doe

Signature

15 Jan 2024

Date

PERSONAL EXPENSE REPORT TEMPLATE

Track individual spending habits with personalized financial management template.



Personal Size Expense Report Books

Kathleen Armour



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