

PR & MEDIA OUTREACH

Expense Tracker

CAMPAIGN / PROJECT

DATE RANGE / PERIOD

PREPARED BY

DEPARTMENT / COST CENTER

TOTAL BUDGET ALLOCATION

TOTAL ACTUAL SPEND

REMAINING BALANCE

▼	▼
▼	▼
▼	▼
▼	▼
▼	▼
▼	▼
▼	▼
▼	▼
▼	▼

Total

NOTES & CAMPAIGN DETAILS

APPROVAL

Authorized Signature

Date