EXPENSE LOG

FREELANCE MEDIA PRODUCER SERVICES

PRODUCER NAME

PROJECT NAME

PRODUCTION CODE

CLIENT NAME

START DATE

END DATE

DATE	EXPENSE CATEGORY	DESCRIPTION / PURPOSE	VENDOR	RECEIPT #	AMOUNT	REIMBURSABLE? (Y/N)

NOTES / EXPLANATIONS	
TOTAL REIMBURSABLE	
TOTAL NON-REIMBURSABLE	
GROSS TOTAL EXPENSES	

PRODUCER SIGNATURE DATE

CLIENT / APPROVER SIGNATURE DATE