OUT-OF-HOME MARKETING

Expense Report Template

Company Name: _____

Campaign Name: _____

Reporting Period: _____

Prepared By: _____

Date	Media Type (e.g. Billboard, Transit)	Location / Asset Description	Vendor / Owner	Media Cost	Production Cost	Installation Cost	Total Cost

Subtotal Media	
Subtotal Production	
Subtotal Installation	
Taxes & Fees	
Total Expense	

_____

PREPARED BY SIGNATURE DATE

_____

AUTHORIZED APPROVER SIGNATURE DATE