



Template Guide

What is an Expense Form?

An Expense Form is a document which is completed by a project member to request the payment of an expense (or cost) on the project. A single Expense Form may be completed for multiple expenses incurred on the project. Regardless of the type and number of expenses incurred, payment will not be made to the payee (or 'beneficiary') until a valid Expense Form has been completed. Each Expense Form submitted must include:

- The activity and tasks listed in the Project Plan against which the expense occurred
- The date upon which the expense occurred
- The type of expense (e.g. labor, equipment, materials, administration)
- A detailed description of the expense
- The amount of the expense claimed
- The payee to whom payment should be made
- The Invoice Number related to the expense (if applicable)

When to use an Expense Form

Expense forms should be completed for ALL project expenses, including contractor, supplier, equipment, materials and administration expenses. Staff salary expenses are exempt as total salary expenses can be calculated from the timesheet information provided to the Project Manager on a regular basis. Expense Forms should be completed weekly and provided to the Project Manager for approval. Upon approval, the expense information is entered into an Expense Register to enable the Project Manager to track and record the physical costs of the project. Summarized expense information is also entered into the Project Plan to record the 'actual spend' against the 'planned spend'. Expense Forms are completed during the 'Execution' phase of the project (i.e. the phase within which the products are constructed) following the completion of the Financial Plan.

How to use this template

This document provides a guide on the topics usually included in an Expense Form. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.