

					Date of report:		
Approved Budget Lines	Approved Budget	Date	Actual Expense	Receipt	Details	Variance	
(See Letter of Award )	(See Letter of Award for total budget allowed in each category)		Expenses from receipt	Label receipts with letters		Difference between approved budget & actual expenses	
Examples: <b>Market Engagement</b> ex. Transportation ex. Venue rental		Jan. 3, 2018	\$34.50	<b>A</b>	Fuel		
		Jan. 10, 2018	\$987.00	<b>B</b>	FCC		
	<b>\$2,000.00</b>		<b>\$1,021.50</b>			<b>\$978.50</b>	
<b>Product Development</b>							
	<b>\$2,000.00</b>						
<b>Market Development</b>							
	<b>\$1,000.00</b>						
<b>TOTAL</b>	<b>\$5,000.00</b>		<b>\$1,021.50</b>			<b>\$3,978.50</b>	