SIMPLY RESOURCEFUL / FREE PRINTABLE

Small Business Expense Log

Business / period: _____ Currency: _____

Total before tax	Tax total	Total expenses
_____	_____	_____

01 / Main record

Description	Date	Category	Vendor	Amount	Tax	Total	Paid?

02 / Follow-up and planning

Receipt / follow-up	Reference	Owner	Status

03 / Review

Missing receipts _____

Unpaid expenses _____