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EXPENSE SHEET FORMAT - VERSION 4

Project / Job Expense Register

Best for job work, construction, service projects and project-wise cost tracking with GST.

Business Name		**Expense Period**	
GSTIN		**Prepared By**	
Address		**Approved By**	

Date	Project Name	Phase / Task	Vendor	Category	Qty	Rate	Amount	GST %	GST Amount	Total	Paid Status
03-Jun-2026	Project A	Material Purchase	Supplier One	Material	10	₹850.00	₹8,500.00	18%	₹1,530.00	₹10,030.00	Paid
06-Jun-2026	Project A	Labour	Labour Contractor	Labour	5	₹1,200.00	₹6,000.00	0%	₹0.00	₹6,000.00	Pending
12-Jun-2026	Project B	Transport	Local Transport	Logistics	1	₹3,500.00	₹3,500.00	18%	₹630.00	₹4,130.00	Paid
Grand Total										**₹20,160.00**	

Prepared By		**Approved By**	
Name / Signature		Name / Signature	