Harbor Office Supplies Ltd - Expense Report

OF-XLS-ER01 v1.0 - Harbor Office Supplies Ltd

Purpose

Report expenses for a month by category against budget, with a multi-employee roll-up. Each expense links back to its exp
report is a summary of approved claims, not a replacement for them.

How to use

1. On the Setup sheet, enter your company name, currency label, report month, expense categories with monthly budgets, a
2. On the Expenses sheet, enter one row per expense. Choose the employee and category from the lists; the department fills
3. The Monthly Summary compares actual spend with budget by category. Add a short note where a category is over budg
4. Check the Employee Summary for the roll-up by person and the Summary sheet for the month totals and sign-off.

Example figures

All employees, expenses and budgets are examples for the fictional company Harbor Office Supplies Ltd for December 20
only and must be replaced with your own records. Example totals: budget 42,500, actual 36,850, under budget by 5,650.

What this workbook is NOT

This report summarises expenses already claimed on expense claim forms. It does not approve claims, set expense policy, c
accounting standard. Keep the claim forms and receipts as the source records.

**White cells are for your input. Grey cells are formulas - do not type in them. Replace every [bracketed] item and ev
your own details before relying on this workbook.**

Setup - lists and settings

Workbook settings

Company name	Harbor Office Supplies Ltd (example - replace	Shown on sheet headings. Replace with your own company name.
Currency label	USD	Shown in headings. Change to your currency (for example GBP, EUR, PKR).
Report month	December 2026	The month this report covers.
Prepared by	[Name]	Name of the person who prepared the report.

Expense categories and monthly budgets

Category	Monthly budget (USD)
Travel	8,000
Meals and entertaining	5,000
Accommodation	12,000
Office supplies	3,000
Transport and fuel	6,000
Telephone and internet	2,500
Training	4,000
Other	2,000

Employees

Employee
Amara Khan
Daniel Osei
Priya Nair
Tom Becker

Department

Department
Sales
Operations
Administration
Sales

Expenses - December 2026 - Harbor Office Supplies Ltd

Example rows are illustrative - overwrite the white cells with your own expenses. Grey cells are formulas: do not type in them. Amounts in USD (see Setup). Claim form ref links each line back to its expense claim form.

Date	Employee	Department	Category	Description	Receipt ref	Claim form ref	Amount (USD)
02-Dec-2026	Amara Khan	Sales	Travel	Train fare, client visit	REC-301	CLM-118	1,850
03-Dec-2026	Daniel Osei	Operations	Transport and fuel	Fuel for site vehicle	REC-302	CLM-121	2,400
04-Dec-2026	Priya Nair	Administration	Office supplies	Stationery order	REC-303	CLM-115	1,150
05-Dec-2026	Amara Khan	Sales	Accommodation	Hotel, two nights, client visit	REC-304	CLM-118	9,600
07-Dec-2026	Amara Khan	Sales	Meals and entertaining	Client lunch	REC-305	CLM-118	2,750
09-Dec-2026	Daniel Osei	Operations	Travel	Site visit mileage	REC-306	CLM-121	1,200
10-Dec-2026	Tom Becker	Sales	Travel	Flight to regional office	REC-307	CLM-122	4,300
11-Dec-2026	Priya Nair	Administration	Telephone and internet	Mobile top-up	REC-308	CLM-115	900
12-Dec-2026	Daniel Osei	Operations	Training	Safety course fee	REC-309	CLM-121	3,500
14-Dec-2026	Tom Becker	Sales	Meals and entertaining	Team dinner with client	REC-310	CLM-122	3,100
16-Dec-2026	Amara Khan	Sales	Transport and fuel	Taxi fares, client visits	REC-311	CLM-118	1,450
18-Dec-2026	Priya Nair	Administration	Office supplies	Printer cartridges	REC-312	CLM-115	1,850
20-Dec-2026	Daniel Osei	Operations	Accommodation	Overnight stay near depot	REC-313	CLM-121	2,200
22-Dec-2026	Tom Becker	Sales	Other	Courier charges	REC-314	CLM-122	600
TOTAL EXPENSES							**36,850**

Monthly Summary by Category - December 2026 - Harbor Office Supplies Ltd

Budget against actual by category. Variance is actual less budget: a positive variance means spend above budget. Amounts in USD (see Setup).

Category	Budget (USD)	Actual (USD)	Variance (USD)	Variance %	Status	Notes
Travel	8,000	7,350	-650	-8.1%	Review	
Meals and entertaining	5,000	5,850	850	17.0%	Review	Over budget: two team dinners in December. Review client entertaining limit.
Accommodation	12,000	11,800	-200	-1.7%	OK	
Office supplies	3,000	3,000	0	0.0%	OK	
Transport and fuel	6,000	3,850	-2,150	-35.8%	Review	Under budget: fewer site visits than planned.
Telephone and internet	2,500	900	-1,600	-64.0%	Review	Under budget: no new handsets this month.
Training	4,000	3,500	-500	-12.5%	Review	
Other	2,000	600	-1,400	-70.0%	Review	
TOTAL	**42,500**	**36,850**	**-5,650**	**-13.3%**		

Employee Summary - December 2026 - Harbor Office Supplies Ltd

Multi-employee roll-up. All figures are formulas from the Expenses sheet. Amounts in USD (see Setup).

Employee	Department	Total expenses (USD)	Number of claims	Largest claim (USD)
Amara Khan	Sales	15,650	4	#NAME?
Daniel Osei	Operations	9,300	4	#NAME?
Priya Nair	Administration	3,900	3	#NAME?
Tom Becker	Sales	8,000	3	#NAME?
TOTAL		**36,850**	**14**	

Summary - Expense Report

Month totals for December 2026. All amounts in the currency set on Setup.

Month totals

Total budget	42,500
Total actual	36,850
Variance (actual less budget)	-5,650
Variance %	-13.3%
Number of expense lines	14
Number of employees claiming	4
Highest spend category	Accommodation

Department totals

Sales	23,650
Operations	9,300
Administration	3,900

Sign-off

Prepared by	[Name]
Checked by	[Name]
Approved by	[Name]
Date	[Date]