

Project:



Use this Office Log to summarise office expenses which will be claimed as part of the project's monthly Office Expenses budget

Office Log Number: **OL/**

Date:

Office Log for the Period Start Date:

Period End Date:

Submitted by: (Name and Contact Telephone Number)

Fill in a separate line for item – This office log does not have to be attached to the monthly invoice, but should be kept as a record by the Project Administrator

Date:	Task #	Item and Task Description	Rate	Quantity	TOTAL

TOTAL VALUE OF THIS OFFICE LOG

TOTAL