

Daily **EXPENSE** Log

M—T—W—R—F DATE \_\_\_\_/\_\_\_\_/20\_\_\_\_

|    | Type |     |     | Item |     |    | Amount | Number | Account | Payee |
|----|------|-----|-----|------|-----|----|--------|--------|---------|-------|
|    | Fix  | Var | Oth | Cash | Chk | CC | \$     | #      |         |       |
| 1  |      |     |     |      |     |    |        |        |         |       |
| 2  |      |     |     |      |     |    |        |        |         |       |
| 3  |      |     |     |      |     |    |        |        |         |       |
| 4  |      |     |     |      |     |    |        |        |         |       |
| 5  |      |     |     |      |     |    |        |        |         |       |
| 6  |      |     |     |      |     |    |        |        |         |       |
| 7  |      |     |     |      |     |    |        |        |         |       |
| 8  |      |     |     |      |     |    |        |        |         |       |
| 9  |      |     |     |      |     |    |        |        |         |       |
| 10 |      |     |     |      |     |    |        |        |         |       |
| 11 |      |     |     |      |     |    |        |        |         |       |
| 12 |      |     |     |      |     |    |        |        |         |       |
| 13 |      |     |     |      |     |    |        |        |         |       |
| 14 |      |     |     |      |     |    |        |        |         |       |
| 15 |      |     |     |      |     |    |        |        |         |       |
| 16 |      |     |     |      |     |    |        |        |         |       |
| 17 |      |     |     |      |     |    |        |        |         |       |
| 18 |      |     |     |      |     |    |        |        |         |       |
| 19 |      |     |     |      |     |    |        |        |         |       |
| 20 |      |     |     |      |     |    |        |        |         |       |
| T  |      |     |     |      |     |    |        |        |         |       |

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Staff Signature

Use this figure to add into Daily Productivity Sheet or use your average daily fixed expense with only the daily variable totals.

