

SMALL BUSINESS EXPENSE TRACKER TEMPLATE

Monthly Expense Tracker

Date	Vendor	Category	Payment Method	Amount	Notes
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Expense Categories (pre-fill dropdowns if possible)

- Office Supplies
- Marketing & Advertising
- Meals & Travel
- Software & Subscriptions
- Utilities
- Payroll
- Equipment

Tip Section

Pro Tip: Keep digital receipts to support your deductions in case of an audit.