



Expense Reporting Checklist

 Show only Checklist

Display Style
Default 

Property Information

Details about the property the expense relates to.

Property Address

Write something...

Property ID / APN (Assessor's Parcel Number)

Write something...



Square Footage

Enter a number...

Property Type

- ☐ Residential
- ☐ Commercial
- ☐ Land
- ☐ Rental
- ☐ Mixed-Use

Date of Property Acquisition (if applicable)

Enter date...

Expense Details

Specifics about the expense incurred.

Expense Amount

Enter a number...

Expense Date

Enter date...

Expense Type

- ☐ Rent/Mortgage
- ☐ Property Taxes
- ☐ Utilities (Electricity, Water, Gas)
- ☐ Repairs & Maintenance
- ☐ Insurance
- ☐ Property Management Fees
- ☐ Legal Fees
- ☐ Other (Specify Below)

Description of Expense

Write something...

Mileage (if applicable)

Enter a number...

Business Purpose (if applicable)

- ☐ Property Inspection
- ☐ Tenant Screening
- ☐ Negotiations
- ☐ Other (Specify Below)

Additional Notes

Write something...

Supporting Documentation

Verification and proof of the expense.

Invoice/Bill Copy

 Upload File

Receipt Copy

 Upload File

Contract/Agreement (if applicable)

 Upload File

Document Type

- ☐ Invoice
- ☐ Receipt
- ☐ Contract
- ☐ Other

Brief Description of Document (if 'Other' selected)

Write something...

Original Document Retained?

- ☐ Yes
- ☐ No

Document Date

Enter date...

Tax & Legal Considerations

Relevant tax implications and legal requirements related to the expense.

Expense Type for Tax Purposes

- ☐ Capital Expenditure
- ☐ Operating Expense
- ☐ Repairs & Maintenance
- ☐ Depreciation
- ☐ Other

Estimated Useful Life (for Depreciation)

Enter a number...

Date of Acquisition/Improvement

Enter date...

Explanation of Tax Implications (if applicable)

Write something...

Legal Review Required?

- ☐ Yes
- ☐ No

Legal Consultation Documents (if applicable)

 Upload File

Notes on Relevant Contracts/Agreements

Write something...

Approval & Submission

Steps for obtaining necessary approvals and submitting the expense report.

Expense Report Status

- ☐ Draft
- ☐ Submitted
- ☐ Approved
- ☐ Rejected

Date of Submission

Enter date...

Approval Limit (if applicable)

Enter a number...

Approver Selection

- ☐ Manager
- ☐ Senior Manager
- ☐ Finance Department

Approver Comments (Optional)

Write something...

Submission Method

- ☐ Online Portal
- ☐ Email
- ☐ Paper Form

Expected Processing Date

Enter date...