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| --- | --- |
| **Expenses This Month** |  |
| **Urgent Issues** |  |

|  |  |
| --- | --- |
| **CEED Project Monthly Report** | Insert Month |
| **Project No & Title:**  | Insert Project No. and Latest Project Title |
| **Client** | Insert Text |
| **Student** | Insert name |

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| --- |
| **Project progress this month** |
| Enter Text |

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| --- |
| **Issues affecting progress** |
| Enter Text |

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| --- |
| **Project meetings this month** |
| *List the dates and participants for all project meetings held during the month* |

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| --- |
| **Expected progress next month** |
| Enter Text |

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| --- |
| **Issues that may affect progress next month** |
| Enter Text |

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| --- |
| **Expenses incurred this month** |
| $ |

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| --- |
| **Total expenses incurred during the project to date** |
|  |

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| --- |
| **Itemised list of expenses incurred this month** |
| In this box, provide an itemized list of all project expenses incurred by yourself or UWA during the month, stating the amount of each item and the reason for the expense. * attach copies of all receipts
* attach a copy of the written authorisation from the client covering the expenditure.

If no expenses have been incurred this month, simply enter “No expenses incurred this month” in this box.**Project Expense Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Expense Detail | UWA Amount | Client Amount | Approval and receipts attached Y/N |
|  |  |  |  |  |
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| **Signed** | **Date** |
|  |  |

**Recipient List**

* Academic Supervisor
* Client Mentor
* CEED Office (ceed@uwa.edu.au)
* Self