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**CEED Project Monthly Report**

Monthly Reports are due within 7 days of the new month. Please include the following recipients via email:

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

|  |  |
| --- | --- |
| **Month** | Insert Month and year |
| **Project No & Title:**  | Insert Project No. and Latest Project Title |
| **Client** | Insert Text |
| **Student** | Insert Text |

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| --- |
| **Project Progress This Month** |
| Enter Text |

|  |
| --- |
| **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 |

|  |  |
| --- | --- |
| **Expenses Incurred This Month** | **Total Expenses Incurred To-Date** |
| $ | $ |

|  |
| --- |
| **Itemised List Of Expenses Incurred This Month** |
| In this box, provide an itemized list of all project expenses incurred during the month. This should state the amount of each item, the reason for the expense, and who has paid for it. All materials, subscriptions, workshop and technician staff costings should be included.**Project Expense Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | Expense Detail: | Amount: | Paid By: | Approval and receipts attached Y/N |
|  |  |  |  |  |
|  |  |  |  |  |

* Attach (do not insert into this box) copies of all receipts
* Attach the executed “Authorisation to Incur Project Expenses” (must be signed by Client Mentor, Supervisor and CEED Director prior the expenditure)

If no expenses have been incurred this month, simply enter “No expenses incurred this month” in this box. |

|  |  |
| --- | --- |
| **Signed** | **Date** |
|  | Enter Text |

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| **OFFICE USE ONLY – Notes** |
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