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Description automatically generated**

**CEED Project Monthly Report**

Monthly Reports are due on the first day of the new month. Please include the following recipients via email:

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

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| **Month and Year** | *the month you are reporting/summarising* |
| **Project No. & Title:** |  |
| **Client** |  |
| **Student Name** |  |

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| **Project Progress This Month** |
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| **Issues Affecting Progress** |
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| **Project Meetings This Month** |
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| **Expected Progress Next Month** |
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| **Issues That May Affect Progress Next Month** |
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| **Expenses Incurred This Month** | **Total Expenses Incurred To-Date** |
| $ | $ |

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| **Itemised List Of Expenses Incurred This Month** |
| **Project Expense Table**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date: | Expense Detail: | Amount: | Paid By: | Approval and  receipts attached Y/N | |  |  |  |  |  | |  |  |  |  |  |   (Attach APPROVED receipts at the end of this document) |

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| **Signed** | **Date** |
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| **OFFICE USE ONLY – Notes** |
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