

2-Line Expense Labeler Sheet



Use this quick template to label receipts and expenses correctly before uploading or filing.

For each expense, write:

Line 1	Expense category (e.g., Advertising, Education, Travel).
Line 2	Description and purpose (e.g., 'Instagram ad for fall promo').

Example:

Line 1: Advertising

Line 2: Canva subscription for marketing templates

BONUS TIP: Save digital receipts and rename files using this format: Category_Date_Amount (e.g., Advertising_101024_\$250).

Stay organized. Save time. Reduce stress.



**Created by
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