

WORKING MUSICIANS ALLIANCE

Daily Touring Expense Log

DAILY TOUR INFORMATION

Artist / Band Name:

Tour / Event Run:

Date:

City / State:

Venue Name:

Tour Manager / Financial Contact:

DAILY EXPENSE LOG

Time	Expense Category	Description	Cash / Card	Amount	Paid By	Reimbursable?	Receipt Collected?
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	_____	_____	_____	\$____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMON TOURING EXPENSE CATEGORIES

- Fuel
- Parking
- Tolls
- Food
- Coffee / Drinks
- Lodging
- Equipment Supplies
- Strings / Sticks / Batteries
- Merch Restocking
- Trailer / Vehicle Supplies
- Crew Expenses
- Emergency Purchases
- Laundry
- Production Expenses

Other:

DAILY TOTALS

Total Cash Expenses:

\$ _____

Total Card / Digital Expenses:

\$ _____

Total Reimbursable Expenses:

\$ _____

Total Non-Reimbursable Expenses:

\$ _____

TOTAL DAILY SPENDING:

\$ _____

RECEIPT & DOCUMENTATION NOTES

Missing Receipts:

Shared Expense Notes:

Reimbursement Notes:

VEHICLE & TRAVEL NOTES

Fuel Stops:

Parking Notes:

Vehicle Issues / Maintenance Concerns:

DAILY OPERATIONAL NOTES

END-OF-DAY REVIEW

- Were all cash purchases logged?
- Were receipts collected?
- Were shared expenses clarified?
- Were reimbursements discussed?
- Were emergency expenses documented?
- Were daily totals calculated?

FINAL NOTE

Touring expenses accumulate quickly, especially during long travel periods, busy routing schedules, and high-volume performance runs.

The purpose of this daily log is to help artists and touring personnel maintain clearer operational awareness, reduce forgotten spending, improve reimbursement tracking, and better understand the real day-to-day financial realities associated with touring life.