

WORKING MUSICIANS ALLIANCE

Touring Expense Tracking Sheet

TOUR INFORMATION

Artist / Band Name:

Tour / Event Run:

Tour Manager / Financial Contact:

Phone / Email:

Tracking Period:

DAILY EXPENSE LOG

Date	City / Venue	Expense Category	Description	Cash / Card	Amount	Paid By	Reimbursable?	Receipt Attached?
_____ _____	_____ _____	_____	_____ _____	_____	\$_____ _____	_____ _____	<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
- Lodging
- Food / Per Diem
- Merchandise Production
- Merchandise Shipping
- Credit Card Processing Fees
- Equipment Repairs
- Strings / Sticks / Supplies
- Trailer Expenses
- Vehicle Repairs
- Crew Compensation
- Backline Rental
- Production Expenses

- Emergency Purchases
- Marketing / Promotion
- Other:

DAILY TOTALS

Total Cash Expenses:

\$ _____

Total Card / Digital Expenses:

\$ _____

Total Reimbursable Expenses:

\$ _____

Total Non-Reimbursable Expenses:

\$ _____

Total Daily Expenses:

\$ _____

RECEIPT & DOCUMENTATION NOTES

Receipt Storage Method:

- Envelope
- Folder
- Digital Photos
- Accounting App

Spreadsheet

Other:

Missing Receipt Notes:

Additional Documentation Notes:

VEHICLE & TRAVEL NOTES

Fuel Stops:

Vehicle Maintenance Concerns:

Mileage Notes:

Additional Travel Notes:

PERSONAL & OPERATIONAL NOTES

END-OF-DAY REVIEW

Was all cash spending documented?

- Yes
- No

Were receipts collected?

- Yes
- No

Were shared expenses clarified?

- Yes
- No

Were reimbursements discussed?

- Yes
- No

Were emergency expenses documented?

- Yes
- No

FINAL NOTE

Independent touring often involves dozens of small operational expenses that become difficult to track over time without organization.

The purpose of this worksheet is to help artists, touring personnel, and crew members maintain clearer financial awareness, reduce preventable confusion, improve reimbursement tracking, and better understand the real operating costs associated with live performance and touring activity.