

Executor Expense Log Template

As an executor, you'll spend money on behalf of the estate.

Lawyer fees. Accountant fees. Funeral costs. Property valuations. Travel expenses. Postage. Death certificates. Probate application fees.

All of these costs are paid from the estate, not from your own pocket. But you need to keep detailed records of every expense to prove what you spent and why.

This expense log helps you track everything.

Why keep detailed records?

Beneficiaries have the right to see how the estate's money was spent. If you can't prove an expense was legitimate, you might have to pay it back yourself.

Detailed records also protect you from accusations of mismanagement.

How to use this log:

Record every expense, no matter how small. Include the date, what it was for, who was paid, and the amount. Keep the receipt or invoice. At the end, you'll have a complete record of all estate expenses.

Let's track it all.

Your Executor Expense Log Template

Track every dollar spent on the estate, so your final accounting is clean and defensible.

ESTATE DETAILS

ESTATE OF

EXECUTOR NAME

DATE ESTATE OPENED

EXPENSE LOG

Record every expense. Note whether you paid it personally (to be reimbursed) or from the estate account. Keep all receipts.

DATE	DESCRIPTION	PAYEE	AMOUNT	PAID FROM	RECEIPT
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Your Executor Expense Log Template (cont.)

DATE	DESCRIPTION	PAYEE	AMOUNT	PAID FROM	RECEIPT
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TOTALS AND NOTES