

# SUBCONTRACTOR EXPENSE SHEET

Software Development & Consulting Services

**SUBCONTRACTOR NAME**

**COMPANY NAME**

**PROJECT / CONTRACT**

**SUBMISSION DATE**

**EXPENSE PERIOD**

**INVOICE REFERENCE**

DATE	CATEGORY	DESCRIPTION / PURPOSE (INCLUDE PROJECT CODE)	BILLABLE	AMOUNT

<b>Subtotal</b>	
<b>Tax / VAT</b>	
<b>Total Due</b>	

**Expense Submission Guidelines:**

- Please attach original receipts or digital invoices for all items listed above.
- Software license expenses must specify the associated user, scope, and project code.
- Cloud hosting or infrastructure charges must include detailed usage report exports.
- Expenses must be approved by the project manager prior to final invoice processing.

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**SUBCONTRACTOR SIGNATURE**

Date:

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**AUTHORIZED APPROVER SIGNATURE**

Date:

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