

SOFTWARE ENGINEERING SUBCONTRACTOR REIMBURSEMENT FORM

Expense Claim & Invoice Attachment

Subcontractor Name / Company Name

Email Address

Project Name / ID

Submission Date

Invoice Number Reference

Lead Contractor / Client Name

EXPENSE DETAILS

Date	Category (Hosting, License, Hardware, Travel, etc.)	Description & Purpose	Receipt? (Y/N)	Amount
Total Reimbursement Requested:				

Submission Guidelines: All expense claims must be accompanied by legible receipts or invoices. Cloud hosting (AWS, Azure, GCP, etc.) and software license (SaaS, IDE, APIs) claims must clearly indicate the billable period matching the subcontracting agreement. Claims submitted without proper documentation may be delayed or rejected.

Subcontractor Signature

Date: _____

Approving Manager Signature

Date: _____

