

# IT & SOFTWARE DEVELOPMENT EXPENSE REPORT

Technology Department Cost Tracking & Reimbursement

**Employee Name:**

**Report Date:**

**Department / Team:**

**Report Period:**

**Manager / Approver:**

**Cost Center / Project:**

**Subtotal:**

**Tax / VAT:**

**Total Expense:**

**Standard IT Expense Categories**

- SW - Software Licenses / SaaS
- HW - Hardware & Equipment
- CL - Cloud Infrastructure (AWS, Azure, etc.)

- CS - Consulting & External Services
- NT - Network & Telecom
- TR - Training & Certifications
- MC - Miscellaneous / Other
- TV - Travel & Lodging (IT Related)

**Employee Signature**

Date: \_\_\_\_\_

**Manager Approval**

Date: \_\_\_\_\_

**Finance/Operations Approval**

Date: \_\_\_\_\_