

SOFTWARE CONSULTING EXPENSE LOG

Consultant Name:
Project Name:
Client Name:
Billing Period:
Submission Date:
Invoice Reference:

Date	Category (e.g., Cloud, SaaS, Travel)	Description / Purpose	Receipt / Ref #	Billable (Y/N)	Amount

Subtotal	
Tax / Other	
Total Due	

Consultant Signature Date

Client Authorized Approver Date