

CONTRACTOR EXPENSE REPORT

EXPENSE PERIOD:

FROM
:

TO:

EMPLOYEE INFORMATION:

CONTRACTOR
NAME:

PROJECT
ROLE:

PROJECT INFORMATION:

PROJECT
NAME:

PROJECT ID:

PROJECT
NOTES:

ITEMIZED EXPENSES

DATE:	ITEM DESCRIPTION:	ITEM CATEGORY:	NOTES:	AMOUNT (+ VAT)	VAT	AMOUNT (- VAT)

TOTALS:						

☐ I have attached all the necessary receipts to this expense report