CONTRACTOR EXPENSE REPORT

Reimbursable expenses to bill a client - one row per receipt, optional markup, billable total.

Contractor / business ______________________________ **Client (bill to)** ______________________________

Project / PO # ______________________________ **Period** ______________________________

Invoice # ______________________________ **Markup on expenses (%)** ______________________________

Date	Description	Category	Receipt	Amount	Billable?

All expenses	
Billable expenses	
Markup	
TOTAL BILLABLE	

Not-billable rows stay as your own Schedule C record. Categories: Airfare · Lodging · Meals & tips · Ground transport · Fuel / mileage · Parking & tolls · Supplies · Phone / internet · Entertainment · Other

Contractor / date

Client acknowledgment / date