

Freelance Timesheet & Expense Tracking Form

This **freelance timesheet form** sample simplifies tracking work hours and managing expenses in one place. It enables freelancers to accurately log project time and associated costs efficiently. Use this form to maintain organized records for timely invoicing and budget monitoring.

Freelancer Name:

Client/Project:

Week Starting:

Work Hours

Date	Task / Description	Start Time	End Time	Hours Worked	Billable?
<input type="text"/> Yes <input type="button" value="▼"/>					
<input type="text"/> Yes <input type="button" value="▼"/>					

Total Hours Worked:

Expense Tracking

Date	Expense Type	Description	Amount (\$)	Attach Receipt
<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file selected
<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file selected

Total Expenses (\$):

Additional Notes:

Any comments, clarifications, or notes here...

Note: Use this form to keep your records accurate and organized for each project engagement. Attach receipts for all reimbursable expenses.