

Monthly Contractor Timesheet & Expense Tracking Form

This **monthly contractor timesheet form** sample helps accurately record work hours and track expenses for efficient project management. It streamlines payroll processing and expense reimbursement by consolidating all relevant data in one place. Ideal for contractors and businesses seeking organized and transparent time and cost tracking.

Contractor & Project Information

Contractor Name	Project Name	Reporting Month	Supervisor

Timesheet

Date	Day	Start Time	End Time	Breaks (hrs)	Total Hours Worked	Task/Description
Total Hours This Month						

Expense Tracking

Date	Expense Category	Description	Amount (\$)	Receipt Attached?
Total Expenses				

Notes:

- Please ensure all fields are completed before submission.
- Attach copies of receipts for all claimable expenses.
- Sign and date this form before submission to your supervisor or accounts department.

Contractor Signature:		Date:	
Supervisor Approval:		Date:	