

Welcome to TimeCamp Help!

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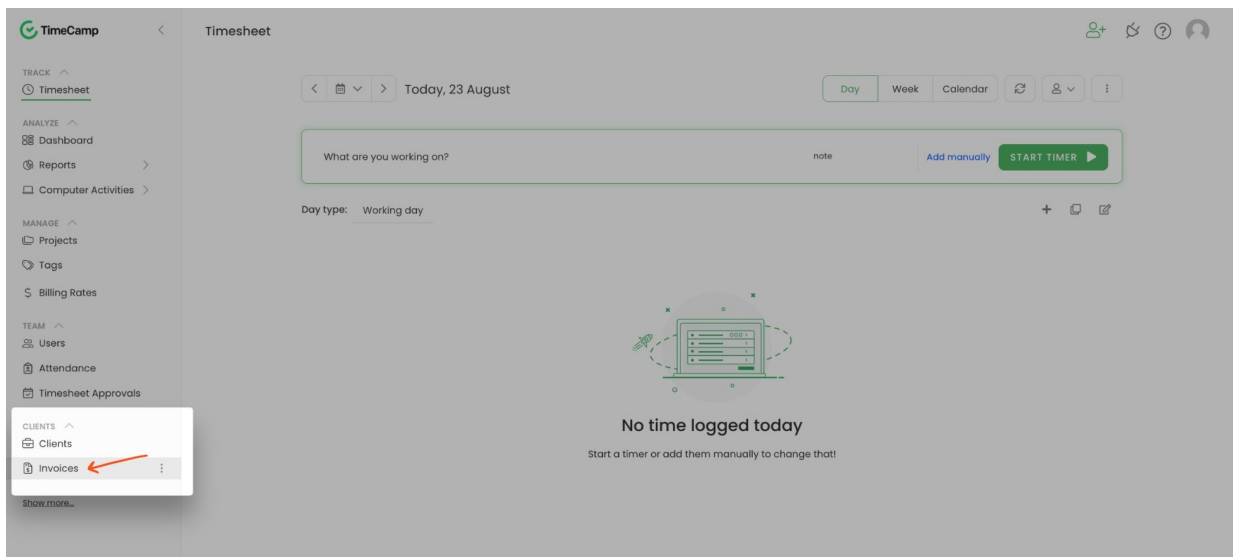
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Invoice Expenses

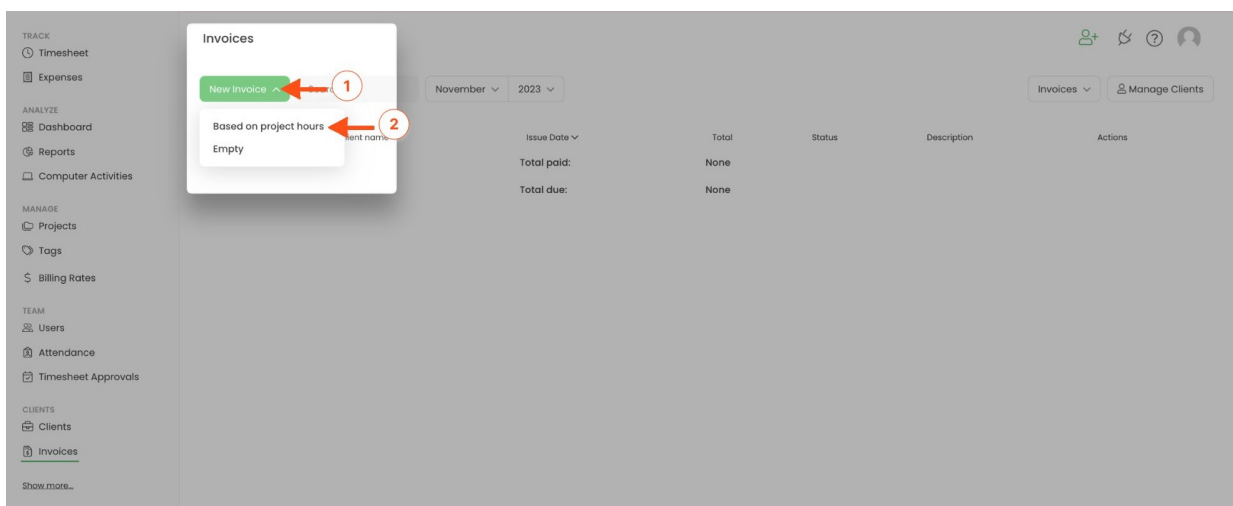
Each expense can be added to the invoice. Only Administrators and Project Managers with permission to create invoices can access this functionality.

Keep in mind the expense should be added as **Billable** in order to be invoiced.

To invoice expenses navigate to the **Invoicing** tab on the left side menu.



Next, click on the green **New invoice** button and select an option to create an invoice **Based on project hours**.



It is not possible to include expenses to an Empty template.

Select projects, adjust timesframes and turn on the option to **Include billable expenses**.

The screenshot shows the 'New invoice based on timesheets' dialog box in the TimeCamp interface. The 'Include billable expenses' toggle is turned on and highlighted with a red arrow. The dialog displays a preview table with the following data:

| TASK | NOTE | DURATION | COST PER HOUR | TOTAL COST |
|----------------|------------------|----------|---------------|------------|
| Ongoing | 2024-03-15 08:00 | 3:00 | \$56.00 | \$168.00 |
| Analysis | 2024-03-15 11:30 | 1:15 | \$56.00 | \$70.00 |
| Administration | 2024-03-15 13:00 | 3:00 | \$56.00 | \$168.00 |

Below the preview table, there is a 'Preview expenses' section with the following data:

| CATEGORY | TASK | NOTE | AMOUNT | PRICE PER UNIT | TOTAL PRICE |
|--------------|------|------|--------|----------------|-------------|
| AUTO Service | R&D | | \$0.00 | | \$500.00 |

The dialog also includes a 'Tag filters' section with a 'Select a tag' dropdown and a 'Time entries' section with radio buttons for 'Time entries', 'Tasks & people', 'Tags', 'Tasks & tags', and 'Projects & tags'. At the bottom, there are buttons for 'Cancel', 'Create empty invoice', and 'Create based on time'. The background shows the TimeCamp interface with a sidebar and a main content area.

This way all expenses assigned to selected projects within the timeframe you set will be automatically included to an invoice.

It is not possible to edit expense details in the invoice view.

To learn more about creating invoices check this [article](#).