|  |  |
| --- | --- |
| Surname and first name | Personal ID-number |
| Department/unit | ID-number |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** | | | |
| Date from-to | Expenses | | |
| Amount – currency – exchange rate | | | Sum |
| Purpose | | *Do not forget to staple the original receipts!* | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Representation** | | | | | |
| Date from-to | | Representation | | | |
| Amount – currency – exchange rate | | | | | Sum |
| Tax-deductible repr. | Number of persons | | Names | | |
| Purpose | | | | *Do not forget to staple the original receipts!* | |

|  |
| --- |
| **Sum** |
|  |

|  |
| --- |
| **Signs** |
| Sign |
| Sign authoriser |
| Sign reviewer |