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

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| **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 |