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| **EXPENSE REPORT TEMPLATE** |  |

**Date:**

|  |  |
| --- | --- |
| NAME:  | ZIP CODE/RESIDENCE:  |
| ADDRESS:  | Bank account number:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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 |
| PHONE NUMBER: | EMAIL ADDRESS: |
| DATE | DESCRIPTION | AMOUNT EXCL. VAT | AMOUNT INCL. VAT |
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|  |  TOTAL: |  |  |
| Signature: | **PO number:** |  |  |
|  |  |  |
|  | **Approval by budget holder** |  |  |
| Name:  | Signature: |
| **TO BE COMPLETED BY BUSINESS ADMINISTRATOR** |  |
|  |
| Description | Amount | Cost type |
|  |  |  |
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