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| **EXPENSE REPORT TEMPLATE** |  |

**Date:**

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