acubiz

Lost receipt

Complete this form when a receipt is missing and attach it to your expense report.

Employee

Name	
Date of expense	

Expense

Place of purchase	
Total incl. VAT (SEK)	
What was purchased? (brief)	

Declaration

I confirm that the information above is correct, that the receipt has been lost and that the expense was incurred in the course of my work.

Employee signature Date

Manager approval

I have reviewed this form and approve the expense in accordance with company policy.

Manager name and signature Date

Note: Attach this form to your expense report in Expense by Acubiz and submit it for review.