acubiz

Lost receipt declaration

1. Employee

Company		**Name**	
Employee no.		**Department / cost center**	

2. Expense

Date of purchase		**Place of purchase**	
City and country		**Supplier org. no.**	
Amount incl. VAT		**Of which VAT**	

Description: what and why	

VAT rate: ☐ 25 % ☐ 12 % ☐ 6 % ☐ 0 % / unknown

Expense type: ☐ Travel ☐ Accommodation ☐ Meal ☐ Representation ☐ Supplies ☐ Other

Payment method: ☐ Company card ☐ Private card ☐ Cash ☐ Swish / other

3. Why is the receipt missing?

Reason: ☐ Lost ☐ Damaged / illegible ☐ Never issued ☐ Other

Explain what happened	

Copy requested from seller? ☐ Yes ☐ No

Supporting documents attached: ☐ Bank / card statement ☐ Booking confirmation ☐ Order confirmation ☐ Other

4. Declaration and manager approval

I confirm that the information is correct, that the expense was incurred in the course of my work and that I have not been reimbursed for it in any other way.

Employee signature Date

I have reviewed this declaration and approve the expense in accordance with company policy. ☐ Approved ☐ Rejected

Manager name Manager signature Date

Note: Attach this form to your expense report in Expense by Acubiz.