Expenses form Daily Board

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section / Committee : | | Daily Board | | | | | | | |
| Name : | |  | | | | | | | |
| IBAN : | |  | | | | | | | |
| Account Holder Name : | |  | | | | | | | |
| Date : | |  | | | | | | | |
|  |  |  |  |  |  | | | *Prefilled by treasurer* | | |
| Category : (“*grootboekrekening*”) | |  | | | |  | (*“Kostenplaats”*) Daily Board (V06) | |
|  | | *Please select one of the following:*  VVSOR event (4290)  Sponsored event (4291)  Meeting venue/lunches/dinners (4294)  Volunteer appreciation (4292) Travel (4293)  Other | | | |  |  | |

|  |  |  |
| --- | --- | --- |
| **Expenses** (travel expenses by public transport based on second-class tickets) | | |
| Date | Description | Costs |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  | € 0,00 |
|  |  |  |
| **Total expenses:** (Please click in the middle of this cell and press F9 to update the sum, check whether your decimal sign is recognized; replace by comma (,) if necessary.) | | **€ 0,00** |

|  |
| --- |
| *Please complete your request as follows:*   * *Please use two separate forms if expenses are in a different category* * *Export this form to a pdf file.* * *Collect invoices and tickets for each of the expenses digitally in png/jpeg/pdf format  (photo by phone camera or a scan).* * *Check that total files do not exceed 15MB (please compress large photos).* * *Send the pdf file of this form and all supporting invoices and tickets in one e-mail to* [*vanreeacc.912300@mailtovanree.nl*](mailto:vanreeacc.912300@mailtovanree.nl) *with subject ‘Expenses + category + name of your section/committee’. (Add the supporting documents as an attachment, not as inline images in the e-mail.)*   *For questions, please e-mail penningmeester@vvsor.nl.* |