Expenses form General Board

|  |  |
| --- | --- |
| Section / Committee :  | General Board |
| Name :  |  |
| IBAN :  |  |
| Account Holder Name :  |  |
| Date : |  |
|  |  |  |  |  |  |  *Prefilled by treasurer*  |
| Category :(“*grootboekrekening*”)  |   |  | (*“Kostenplaats”*) General Board (V05) |
|  | *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* *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.* |