**Expense claim**

Name:

Address:

IBAN: BIC/SWIT:

Hoas number (Hoas fills):

Role in committee:

Minutes number:

Type 701: material purchases: furniture, equipment, office supplies, magazine subscriptions, games etc.

Type 704: recreation: food and beverages, prizes, tickets, disposable party supplies etc.

Type 707: alcohol

Type 709: granted extra budget

|  |  |  |
| --- | --- | --- |
| **TYPE** | **PURCHASES (please attach original receipts with the claim)** | **€** |
| 701 materials |  |  |
| 701 materials |  |  |
| 701 materials |  |  |
| 701 materials |  |  |
| 701 materials |  |  |
| 701 materials |  |  |
| 704 recreation |  |  |
| 704 recreation |  |  |
| 704 recreation |  |  |
| 704 recreation |  |  |
| 707 alcohol |  |  |
|  |  |  |
| 709 Extra budget |  |  |
| 709 Extra budget |  |  |
| Unclear |  |  |
|  | TOTAL (EUROS) |  |

List of participants must be attached for all events {bees, parties etc.) that include purchases for food/drinks. Expense claim must be signed by the claimer and one member of the tenant committee.

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Name of the claimer, signature and tel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the tenant committee member, signature and tel.

Date / /20\_\_