

Expense report

Name:
 Adress:
 City:
 Country:
 E-Mail:

Bank name:
 Bank city:
 Account number:
 IBAN:
 BIC:



| Date | Description | Account number | Sub categories | Currency | Amount | Comments | |
|------|-------------|----------------|----------------|----------|--------|----------|--|
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| | | | | Total | | | |
| | | | | Advance | | | |
| | | | | Refund | | | |

Signature: _____ Date: _____

Authorized by:

Processed by:

| Intern | | |
|-------------|-------------------|------|
| amount paid | wire transfer ref | Date |
| | | |

| Code | Types of expenses |
|-------------|---|
| 1 | Transportation (Plane, Public transports, Bus, Boats, cars...) |
| 2 | Meals (Staff, restaurant, sandwich with or without external stakeholders) |
| 3 | Catering (expl: Pizza at editathon - i.e food at events) |
| 4 | Accommodation (Hotels) |
| 5 | translation |
| 6 | Renting (meeting rooms, Locations...) |
| 7 | Literature (Books, trade literature/magazines, |
| 8 | conferences, |
| 9 | marketing and communication |
| 10 | postal costs/ deliveries |
| 11 | Licences (software) |
| 12 | IT (hardware) |
| 13 | office supply/materials |
| 14 | grants |
| 15 | freelance |