Expense claim

HOAS

Name _____

Address _____

IBAN _____ BIC/SWIFT _____

Hoas number (Hoas fills out the Hoas number) _____

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	PURCHASES (please attach original receipts)	€
701 materials		
701 materials		
701 materials		
701 materials		
701 materials		
701 materials		
704 recreation		
704 recreation		
704 recreation		
704 recreation		
707 alcohol		
Unclear		
	TOTAL	

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.

_____

Name of the claimer, signature and tel

_____

Name of the tenant committee member, signature and tel

Date ____ / ____202