YOUR COMPANY NAME AND LOGO

Business travel report no 2018-1 Date: 31/03/2018
Management board member: Mr. First name family name
Business travel location: New York
Business travel purpose: Meetings with customers
Duration: From: 05/03/2018 To: 15/03/2018

No	Date	Cost description	Currency	Currrency/ EUR	Qty	Price	Total in currency	Total EUR	Total cash/payout EUR
18037	15/03/2018	Hotel xxx	USD	0,81	1	900,00	900,00	729,00	
18045	05/03/2018	Bus ticket	USD	0,81	1	23,50	23,50	18,80	18,80
	31/03/2018	First 15 days allowance	EUR	1,00	15	50,00	750,00	750,00	750,00
	31/03/2018	16th day	EUR	1,00	1	32,00	32,00	32,00	32,00
	BUSINESS TRAVEL COSTS TOTAL (EUR)							1.529,80	XXXXXXX
	TOTAL PAYOUT FOR BOARD MEMBER							XXXXXXX	800,80

I confirm that data presented in this report are correct:

Date: Name: