

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	Currency/ 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	XXXXXXXX
	TOTAL PAYOUT FOR BOARD MEMBER								XXXXXXXX	800,80

I confirm that data presented in this report are correct:

Date: _____ Name: _____