



Expense claim

Name: _____

Address: _____

IBAN: _____ BIC/SWIT: _____

Hoas number (Hoas fills): _____

Role in committee: _____

Minutes number: _____

Type 701: material purchases: furniture, equipment, officesupplies, magazinesubscriptions, gamesetc.

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

Type 707: alcohol

Type 709: granted extra budget

TYPE	PURCHASES (please attach original receipts with the claim)	€
701 materials		
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.

Name of the claimer, signature and tel.

Name of the tenant committee member, signature and tel.

Date / /20__