



Kvittoredovisning

Personal details

First- and lastname:

Phone number:

Bank: Handelsbanken Other

Clearing: Account
number:

1 Compulsory first time paying an
expenditure to a treasurer.

Expenditure details

Background:

Paying Committee

Purchase date (YYYY-MM-DD):

Amount: kr
öre

Signature:

Digital receipt?

If you originally got the receipt in a digital
format, mail it to kvitto@dtek.se with
subject: [Committee]: [Your name] -
[amount]

Digital receipt:

Mail date (YYYY-MM-DD):

NOTE: Only for receipts received digitally.

For treasurer

Signature:

Copy in Visma: Ja Nej

Ver. number:

Small receipts here

- Attach small receipts here.
- Multiple receipts on the same date, same purpose, and to the same treasurer can use the same expense report form.
- Attach large receipts on the backside of this paper (if they don't fit this box).
- Always attach multiple receipts on top of each other.
- If you gave away food then supply a list of attendees with first- and lastname and working hours on the back.