



Kvittorapport - Receipt report

MANDATORY INFORMATION

Committee: _____

Your name: _____

Date of purchase: _____
(YYYY-MM-DD)

Number of receipts: _____

Purchase contents: _____

Partial sums for...

Food: _____ Beer: _____

Soda: _____ Cider: _____

Wine: _____ Spirits: _____

Material: _____ Other: _____

☐ Internal representation

Total sum: _____

Comments: _____

INSTRUCTIONS | PLACE FOR RECEIPTS

✓ ✓ ✓ ✓ ✓

1. Make sure to make separate reports for alcohol and non-alcohol purchases.
2. Fill the report, do not forget to separate **partial sums**.
3. Only receipts with the same date and purpose (such as an event) are allowed for one receipt report.
4. Staple receipts in this area, surrounded by dashed lines.
5. Staple receipts separately, with some distance between each other. If not all of them have enough space, staple them to an empty paper and staple it to the back of this report.
6. After all of the receipts are stapled, make sure none of them go over paper. Fold them nicely to the paper size.
7. Make holes for A4 paper on the left side and put this in the "Kvittorapport" folder.

8. If you break any of the rules above, the committee responsible for the report will be fined 10kr from their internal representation budget.