

Expenses Requiring Receipts

| Transaction Date | Expense Type | Business Purpose | Vendor | City | Payment Type | Amount |
|------------------|--------------|------------------|-------------|-------|--------------|----------|
| 04/07/2019 | Hotel | Consulting Days | Holiday Inn | Neuss | Cash | € 310.00 |
| 04/07/2019 | Parking | Consulting Days | | Neuss | Cash | € 16.50 |
| 04/07/2019 | Parking | Consulting Days | | Neuss | Cash | € 4.00 |

Attach required receipts and file according to accounting instructions for your location.