

Self-prepared Receipt

please use as template

for _____
(e.g. Creditcard expenses of Name)

Recipient of Payment: (full address)	
Type of Expenditure: (e.g. Tip)	
Always add with business entertainment: business related reason for entertainment/ list of attendees	
Date of Expenditure:	
Amount of Expenditure (Total/Gross):	
Reason for self-prepared Receipt: (e.g. loss, not signed tip for entertainment, use of vending machine that did not issue receipts)	
Costcenter:	
Costunit:	
Date:	
Signature: (own)	
Approver: Costcenter manager: Purchasing Manager :	