**Opgørelse over rejseudgifter**

**fra den** \_\_\_\_ **til den**\_\_\_\_\_\_\_ **År**\_\_\_\_\_\_

**Deltagere:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rejsemål:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Formål:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Udgifter med bilag:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Konto nr.: | Konto: | Udenl. mønt:  | Kurs: | Kroner: |
|  | Hoteludgifter |   |  |  |
|  | Befordring |  |  |   |
|  | Fortæring |   |  |  |
|  | Repræsentation |  |  |  |
|  | Banket / Startgebyr |  |  |  |
|  | Valutadifference / vekselgebyr |  |  |  |
|  | Overvægt |  |  |  |
|  | Telefon / Fax |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Diverse |  |  |  |
|  |  |  |  |  |
|  | **Ialt:** |  |  |  |

**Udgifter uden bilag:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Konto nr.: | Konto: | Udenl. mønt: | Kurs: | Kroner: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Ialt:** |  |  |  |

|  |  |
| --- | --- |
| Udgifter med bilag og udgifter uden bilag ialt: |  |
| Heraf afregnet via creditcard: |  |
| Kontant afholdte udgifter: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Modtaget a conto: |  |  |  |
| Modtaget brugerbetaling: |  |  |  |
| Afleveret retur: |  |  |  |
| Afregning Netto: |  |  |  |

Dato:\_\_\_\_\_\_\_\_ Underskrift:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Godkendt af:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_