



1. Enter your personal details

Enter here your personal details, such as name, employee ID, etc. (first time only). In the additional details section you can also include Authorizer information



2. Choose from the Billing cycles

For expense made on your Corporate Card



3. Select or Unselect transactions

To only include reimbursement related expenses



4. Expand your transactions

To get more relevant information



5. Categorize and/or Itemize any transaction

Select the correct Industry type from the drop down menu and if relevant breakdown the charges into further details



6. Add cash expenses

To include expenses made using cash payments



7. Save your form Details

Partially or completely for future usage



8. Review your report

And print or save in Pdf, word or excel



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KAARTEN

REIZEN

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Expense Report

1.

Enter Your Details: ⓘ

Full Name: **M D GRAAF** Company Name:

Cost Center: Employee ID:

Company Number: **000000** Phone Number:

▼ Hide Additional Details

Job Title: Department Name:

Authorizer Name: Authorizer Job Title:

Expenses for the Card ending -XXXXX: ⓘ

2.

Select your billing cycle: 29 September 2016 - 28 October 2016 ▼

3.

27 Oct

4.

Shell 185477 Shell Laarderhoogtweg NL5 Ams 68.00€ Expense Type e.g. your business justification or receipt reference number.

5.

19 Oct SCANDIC PARK STOCKHOLM 285.27€ Itemised

x Exchange Rate 9.6464 =

Item Foreign Amount	Item Amount	Item Type	Item Justification
€ 6.41	Commission Charge		<input type="text"/>
€ <input type="text"/>	Hotel		<input type="text"/>
€ <input type="text"/>	Restaurants		<input type="text"/>

Add Itemised Expenses

TOTAL CARD EXPENSES REQUESTED 353.27€

6.

Cash Expenses: ⓘ

Date	Expense Type	Merchant & Location	Amount	Receipt Number/Comments	Receipt?
19 Oct	Taxi	TAXI Stockholm	50 EUR	<input type="text"/>	<input checked="" type="checkbox"/>

168 characters remaining

Add Cash Expenses

TOTAL CASH EXPENSES REQUESTED 50.00€

Cancel

7. Save for Later

8. Report Summary »

