|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name:** |  |  |
|  | **Month:** |  | **Year:** |  |  |
|  |
|  | 1. **Write the Receipt Number on each receipt.**
2. **For foreign currency, state the original amount in the description.**
3. **Only fill out VAT and Net if you are a VAT registered company.**
 |  |
|  |
| **Receipt Number** |  |  |  |  |
| **Date** |  | **Gross** | **VAT** | **Net** | **Description** |
|  | **1** |  |  |  |  |
|  | **2** |  |  |  |  |
|  | **3** |  |  |  |  |
|  | **4** |  |  |  |  |
|  | **5** |  |  |  |  |
|  | **6** |  |  |  |  |
|  | **7** |  |  |  |  |
|  | **8** |  |  |  |  |
|  | **9** |  |  |  |  |
|  | **10** |  |  |  |  |
|  | **11** |  |  |  |  |
|  | **12** |  |  |  |  |
|  | **13** |  |  |  |  |
|  | **14** |  |  |  |  |
|  | **15** |  |  |  |  |
|  | **16** |  |  |  |  |
|  | **17** |  |  |  |  |
|  | **18** |  |  |  |  |
|  | **19** |  |  |  |  |
|  | **20** |  |  |  |  |
|  |  |  |  |  |  |
| **Totals** |  |  |  |  |
|  |
| **Exchange Rates** | **Please use** [**oanda.com/currency/converter/**](http://www.oanda.com/currency/converter/) |
|  | **Foreign Currency** | **Rate** |  |
|  |  |  |  |
|  |  |  |  |
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