|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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** |  |
|  | |  | | | | |  |  |
|  | |  | | | | |  |  |
|  | |  | | | | |  |  |