

EXPENSES					
Receipt #	Receipt Date (MM/DD/YYYY)	Receipt Amount	Expense Description (Where, What, Why)	List attendees for activates or meals (meals includes purchases like 'ice cream')	
1	07/04/2013	EUR 204.00	3-day pass to Museum Island	All instructors & participants + Wilma Flintstone-guest speaker Columbia Uni	
2	07/06/2013	EUR 150.00	Refreshments at Café Dix after visit to Art Museum	All instructors and participants	
3	05/30/2013	EUR 35.00	Phone minutes (no receipt)		
4	06/02/2013	EUR 4.00	Cash tip on lunch (no receipt - see P-card #6)	All instructors and participants	
5	06/11/2013	INR 18,600.00	Bus rentals for 1 day (4 hours x 2)		
6	06/14/2018	INR 19.20	Photocopies		
7	06/14/2018	INR 20.34	Newspapers to use in class activity		
8	06/15/2018	INR 32.68	Instructor meal to discuss upcoming excursion	Jane Edwards & Kelly McLaughlin	
9	06/15/2013	INR 870.00	Tickets to Bhao Daji Lad Museum	All instructors and participants	

Refreshments after visit to Art Museum (Café Dix)
 CAFE DIX (Café Dix)
 Alte Jakobstraße 128
 4

K-U-N-D-E-N-B-E-L-E-G

REG. BEDES 06/07/2013 13:46 MC #01 000028
 TISCHNUMMER 320

Rechnungsnummer: 200236

Bezahlung MasterCard

Betrag 150,00 EUR

06.07.2013 15:58
 Terminal-ID 60906729
 Pf-Nr. 000022 Beleg-Nr. 0307
 Kartenznr. *****8429
 gültig bis (MM/JJ) 05/15
 HU-Nummer 4556277797
 Autorisierungsnummer 047935
 xx Autorisierung erfolgt xx

COCA COLA 0,2 L -2.00
 COCA COLA LIGHT 0,2 L -2.00
 THEKE/TASTE -3.00
 FRISCHER ORANGensaFT -3.20
 EISSCHOKOLADE -3.70
 MILCHKAFFEE -2.70
 THEKE/TASTE -3.00
 3X @ 4.50
 SELTERS CLASSIC 0,75 L -13.50
 EISKAFFEE -3.70
 EISKAFFEE -3.70
 2X @ 2.50
 HEIBE SCHOKOLADE -5.00
 THEKE/TASTE -3.70
 THEKE/TASTE -3.70
 THEKE/TASTE -3.70
 THEKE/TASTE -3.70
 HEIBE WAFFELN/EIS -4.20
 HEIBE WAFFELN/EIS -4.20
 KL. SALAT/HÄHNCHENBR. -6.60
 2X @ 4.20
 2 WIENER/KARTOFFEL/SALAT -8.40
 TOMATE-MOZZARELLA/PESTO -6.90
 5X @ 4.20
 BAGUETTE/TOMATE-MOZZAR. -21.00
 KL. SALAT/TOMATENSPH. -4.90
 SALAT. KLEIN -4.90
 HEIBE LIZEN (KL. BECKEN) -3.30
 HEIBE WAFFELN/EIS -4.20
 GR. SALAT/LACHS -8.90
 TASSE KAFFEE -2.00
 SELTERS CLASSIC 0,75 L -4.50
 UMSATZ 1 -136.92
 ENT. MWST 7% -9.58
 TOTAL -146.50
 BAR -146.50

tip 4.50
 € 150.00

ANGABEN ZUR UND DER BETRIEBL. VERANLASSUNG VON BEWIRTUNGS AUFWENDUNGEN NACH § 4 ABS. 5 ZIFF. 2 ES.
 TAG UND ORT DER BEWIRTUNG STEHE OBEN.
 BEWIRTETE PERSONEN:

Credit Card Receipt

Itemized Receipt

THE MUNICIPAL CORPORATION OF GREATER MUMBAI
 Dr. Bhau Daji Lad Mumbai City Museum

9

Ticket No. 83215 15/6/2013 2:59 PM
 Adult: 7 Rs. 70
 Foreigner Adult: 8 Rs. 800
 Total Visitors: 15 Rs. 870

SUPPORTED BY THE JAMNALAL BAJAJ FOUNDATION
 RESTORED BY INTACH

- When using a credit card (either personal or P-card) an itemized receipt **as well as** a credit card receipt is required
- Receipts need to be legible – mark the number and any notes in an open area or on the back, not across the entire receipt
- Expense Description should at least detail exactly what was purchased – Listing activity” or “supplies” is not adequate
- Do not group similar expense (e.g. taxi rides, meals, etc.) into one expense line; each receipt must be accounted for individually