

Cash outlay

Send the form to Ziklo Bank AB, Box 870, 161 24 Bromma.

Company	Bank
Vehicle registration number	Clearing code
Driver	Account number
Home address	
Postal code	
Telephone no., driver	

Use only one form regardless of the number of receipts. For multiple receipts, add up the total and input the sum for the relevant cost.

The minimum reimbursement request is SEK 100. Original receipts must be included and affixed to the back of the expenses form. An authorized manager must approve the form before payment can be made. Please note that we must receive expenses related to fuel no later than the 2nd of the following month.

As manager, always ensure that expenses match the attached receipts. And remember to inform the driver – even if you reject a claim.

Type of cost	Amount excluding VAT	VAT No.	Sum total in SEK
Fuel*			
Service and Repairs			
Tires			
Accessories			
Parking			
Car Wash			
Other**			
Total Amount SEK			

Date _____

*volume (litres, kWh) _____

** Notes, if any _____

Driver's Attestation _____

Attestation by Authorized Manager _____

Clarification of signature, Authorized Manager _____

Phone/email of Authorized Manager _____