

## Expense Claim Form CognAC



It is only possible to claim expenses made on behalf of CognAC via this form. Please follow the steps below:

Step 1: Please fill in the form completely.

Step 2: Attach the receipt with the to be claimed costs to this form.

Step 3: Hand in the form to the treasurer of CognAC, in the CognAC board chamber or in the CognAC mailbox.

The amount will be deposited on your bank account as soon as possible.

Only forms that have been filled in completely will be processed!

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### To be filled in by the CognAC member:

Name: \_\_\_\_\_

IBAN: \_\_\_\_\_

City: \_\_\_\_\_

Expense claim: € \_\_\_\_\_

Spend on / on behalf of: \_\_\_\_\_

Date today (dd-mm-yy): \_\_\_\_\_

Signature: \_\_\_\_\_

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### To be filled in by the CognAC treasurer:

Approved:  Yes  No

Post: \_\_\_\_\_

Fulfilled on (dd-mm-yy): \_\_\_\_\_

Signature treasurer: \_\_\_\_\_