

## **EUROCARD – TRAVEL EXPENSES GUIDELINES**

### **1. PAY ALL YOUR TRAVEL EXPENSES WITH YOUR COMPANY EUROCARD**

- When using the Eurocard, you will automatically receive all transaction data in the Eurocard Pro App, making your life easier.

### **2. USE THE EUROCARD PRO FOR YOUR TRAVEL REPORTING – ANSWER THE FEW EXTRA QUESTIONS IN THE APP**

- Using the Eurocard Pro App for reporting your travel expenses, you will be asked a few special VAT related question when this is relevant. Please ensure to answer these questions. The sooner this is done, the easier it is. Often done in 10 seconds.
- Taking the picture of the receipt, please secure that the full receipt is readable. Often important information for the accounting department - like the company VAT number - is at the top or bottom of the receipt / invoice.

### **3. CORRECT INVOICE OR RECEIPT**

- Make sure to take picture of the original invoice/receipt.
- Do not accept a copy / proforma invoice / bill / credit card slip.
- Credit card slip / receipt – is not sufficient. Please be sure to get a real receipt, specifying your purchase.
- When taking picture of the receipt, leave out the credit card slip – we already have all information from the transaction.

### **4. CORRECT LEGAL ENTITY NAME AND OFFICIAL ADDRESS AND OTHER RECOMMENDATIONS**

- Ensure that relevant invoices clearly display the correct legal name of your company and its official address (hotels and car rental).
- Do not include the employee's home address. Invoices should always display the company's address or show no address at all.
- Avoid using Hotels.com or other booking portals with prepaid booking. There is no VAT refund, when purchasing accommodation. If booking Hotels online (book directly at the hotel or use Booking.com), be sure to choose the option of paying at the hotel and be sure to ask for an invoice at check out.

**Tip:** *When checking out of the hotel, provide the hospitality desk with your business card so that they can accurately input the official company name and address on the invoice.*

- In cases of a multi-page invoice, ensure ALL pages are submitted in the App. Use the “add page” functionality to take picture of additional pages.
- Check that all the vendor details are included on the invoice, including invoice number and invoice date.