Olsztyn, day

**Application for recognition of the declaration as   
substitute accounting evidence**

regarding a business trip

*(name and surname of the employee)*

down

*(travel destination)*

during the period

*(date of departure and arrival)*

Please consider this statement as a substitute accounting document.

At the same time, I would like to inform you that I made the payment on

at the supplier

( *provide the name and address of the supplier of goods and services)*

payments for:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of expense** | **Quantity** | **Price** | **Value** |
|  |  |  |  |

**Justification for the lack of an invoice**

*(give reason)* :

……………………………………………….

*(employee signature)*

**Director's decision:**

............................................................. ............................................................. ............................................................. ............................................................. ............................................................. ............................................................. .....................

…………………………………………......

*(stamp and signature of the Director)*