What information, alongside the invoice, helps the accountant the most when it comes to a business trip?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: For operational cooperation with accounting in accordance with the tax and business profile.

Attach to the document the purpose of the trip, the dates, the location and the identity of the participants. Retain the decision or the relevant authorisation and link the actual invoices to the method of payment.

When this is applied

Create a trip map, separate company accounts from personal expenses, and record any advance payment. Accounting confirms the tax and documentary processing.

What to do in practice

Introduce a final evidence check before submitting the month's accounts.

A business example

The hotel bill covers two people, but only one attended the society meeting. An additional description clarifies the business share.

Specific next steps

1. Introduce a final evidence check before submitting the month's accounts.

Limits of application

For operational cooperation with accounting in accordance with the tax and business profile.

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