Requesting clarification on travel expenses or equipment fees · What to note?

For: Platformski radnik kod poslodavca · Platformski rad preko vlastitog obrta

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Save the expense document, the request and the date of approval or rejection.

Record and working document

Compare the basis with the way the item is calculated in the report.

If a document is missing, ask for confirmation of which evidence the other party will accept.

Working example · Requesting clarification on a travel expense or equipment allowance

Compare the basis with the way the item is calculated in the report.

Specific next steps

1. Compare the basis with the way the item is calculated in the report.
2. If a document is missing, ask for confirmation of which evidence the other party will accept.
3. For recurring expenses, use a separate record with a monthly overview.

Limits of application

Apply the guideline to your documents and working methods.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-plat-prijevoz-naknada-dokazi