Requesting clarification on travel expenses or equipment fees · How to approach it?

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.

Check whether the item is covered by a contract, a special act or an arrangement.

A starting point in practice

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

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

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. Save the expense document, the request and the date of approval or rejection.
2. Compare the basis with the way the item is calculated in the report.
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

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