# Requesting clarification on a travel expense or equipment fee · How to check this using an example?

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.

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

## Checking by example

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

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

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

Keep the expense document, the request and the date of acknowledgement or refusal. If the document is missing, ask for confirmation of which evidence the other party will accept.

## Specific next steps

1. Check whether the item is covered by a contract, a special act or an arrangement.
2. Save the expense document, the request and the date of approval or rejection.
3. If a document is missing, ask for confirmation of which evidence the other party will accept.

## Limits of application

Apply the guideline to your documents and working methods.

## Original page

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