

IMPORTANT – Upload a readable picture of the receipt. Containing the whole receipt

Udgiftstype (Expense type):

Bil (Cars)	Only expense related to company cars. Gas for rental or private cars is transportation/travel expenses under staff/sales.
Bygning (Building)	Only expense for repair and decoration of the building on Tøndergade. Furnitures etc is office expense.
IT	All IT expenses (fx licenses, hosting, purchase of PCs and phones). Not staff phone and internet bills – those are under staff.
Kontor (Office)	All purchases related to Tøndergade (office supplies, small acquisitions, furniture, all stuff for cantine etc.) plus administrative expenses related to work in Tøndergade (fx subscriptions)
Marketing (Advertising)	All print and online advertising, plus every other advertising related expenses (projects, merchandise, graphics etc.)
Pers (Staff)	All expenses that ONLY relates to Albatros Travel employees in Denmark and Poland including staff care (fx arrangements, food, transportation, education, presents etc.) Not employees from Expeditions, Greenland, Afrika etc. – those are business partners and should be registered as sales cost.
Privat (Private)	You are not allowed to use the company's money for private expenses. But if that happens you can register here
Prod (Production)	Expenses and travel expenses related to products we sell or in the making. Including business trips, study trips and expense directly related to departures. All expenses spent on a business trip must be allocated here (no matter if it's food, transportation etc.)
Rejseleder (Tour leaders)	Primaly uniforms and other expenses for tour leaders.
Salg (Sales)	Expenses related to sales and networking (fx events, meetings etc.) – typically expenses involving persons not working in Albatros Travel (Expeditions, Greenland, Afrika etc. are business partners in the context). Presents til customers and business partners is also sales.

Leverandør/butik (Supplier/Store):

Must contain the name of the supplier or shop of your purchase. **Automatically filled when you take a picture of the receipt** (can be edited afterwards).

Beskrivelse (Description):

IMPORTANT - Must contain **descriptions of the purpose**. Fx. not enough to write 'taxi'. You have to write 'taxi to board meeting'

Deltagere (Attendees):

Required (by the tax authorities) on sales cost and travels. Full name and Company must be filled, and a tick if it's a guest (**Expeditions, Greenland, Africa etc. are guests**)

Afdeling (Department):

Department 212 HR must be used for all cost covering all staff on Tøndergade and in Poland. (Fx. company event for the whole company)

Department 225 Ejendom must be used for all cost covering the building/office in Tøndergade including the canteen. (fx. coffee, furnitures etc.)

All other cost must be registered with the relevant department.

Departure Code:

Must be filled for all cost directly related to a departure. **You can search on the departure date in the list.**

Cost type:

Must be filled for all cost related to a departure.

Indkøb/Bærer (Purchase):

Must be filled for all cost related to the canteen and staff arrangements.

Let me know if you have questions or feel that youre missing options - Hans Blond 😊