

Examples of justifications which are not acceptable :

1. **The piece is unreadable** : our accounting services are systematically refusing any piece that is illegible

001

JUST FROODIES
 ADENTA PHATHANA
 Tel: 0302522708 0549113974

RECEIPT 0242841190

VAT Number: 0901040142
 VAT Percentage: 17.5%
 Served By: PAT

Date: 17 Oct 2018 10:31:03
 Doc. Number: 171018 00003
 Order Type: TAKE AWAY

QTY	DESCRIPTION	PRICE	AMOUNT	
1	SOLE OF AND F RILEY" CHICKEN	21.00	21.00	✓
2	SOLE OF AND F ISH KEDAS	23.00	46.00	✓
5	VEGETABLE EN IED RICE AND BROCCOLI	4.00	20.00	
2	VEGETABLE EN OF RICE AND FISH KEDAS	21.00	42.00	✓
2	SOLE OF AND F ILED CHICKEN	21.00	42.00	✓
2	SOLE OF AND F AND GRILLED CHICKEN	21.00	42.00	✓
1	BRAISED RICE AND FISH KEDAS	23.00	23.00	✓

GROSS TOTAL: 385.74
VAT & NHIL (17.5%): 68.26
NET TOTAL: 455.00
AMOUNT PAID: 455.00
CHANGE: 0.00

Thank you for coming.

4. Non-eligible invoices

- 1st example : the only acceptable piece would be an invoice of the rental agency ('location de véhicule'= car rental), stating the dates of the rental period and the rental rates per day
- 2nd example : only an invoice of the caterer would be acceptable ('restauration de 40 personnes'= catering for 40 people). A list of participants, stating their function has to be joined.

The image shows two handwritten receipts from CEIBA-DNG. Both receipts are dated 07/05/2018 and have a B.P.F. # of 600-000/300-000. The top receipt is for car rental (3 vehicles) for 600,000 CFA francs, signed by Manda. The bottom receipt is for catering (40 people) for 300,000 CFA francs, signed by La Responsable.

Receipt 1 (Top):
B.P.F. # 600-000/
REÇU
de M CEIBA-DNG la somme de
Six cent mille FCFA
Pour Location de 3 véhicules pour
Visite des Pays W
Date 07/05/2018
Signature
N° 0018360 ISSI FOU Manda

Receipt 2 (Bottom):
B.P.F. # 300-000/
REÇU
de M CEIBA-DNG la somme de
Trois cent mille FCFA
Pour Restauration de 40
personnes
Date 07/05/2018
Signature
N° 0018361 La Responsable

5. Declarations of expenses

Declarations by a person or institution to justify for an expenses are not accepted.