



# Expense report sheet

Fiche Note de Frais
1 01/03/24 21:53:41 EM  
01/03/24 21:55:10 EM

Note de frais
Brouillon

Pour Eléonore MAROLEX  Brouillon

Date 01/03/2024

Suivi AA

Libellé Janvier 2024

Validation  Projets

Règlement

Référence Référence libre

Total HT 180,55

Total TVA 18,05

Total TTC 198,60

Réglé TTC 0,00

Valider ✓  
Annuler ✕

Date	Libellé	Type frais	Imputation	Journal	IK	Tiers	J	Quantité	Montant HT	%TVA	Montant TTC	Pris en compte
01/03/24	AR train Rennes	<non précisé>	Péage, parking, tax	AC	<input type="checkbox"/>	SNCF		1,00	141,82	10,00	156,00	156,00
01/03/24	Restaurants, hôtels, apéritifs	<non précisé>	Restaurants, hôtel	AC	<input type="checkbox"/>	LA BRETONNE		1,00	15,27	10,00	16,80	16,80
01/03/24	Restaurants, hôtels, apéritifs	<non précisé>	Restaurants, hôtel	AC	<input type="checkbox"/>	AU GENERAL CHA		1,00	23,45	10,00	25,80	25,80
Somme											198,60	198,60

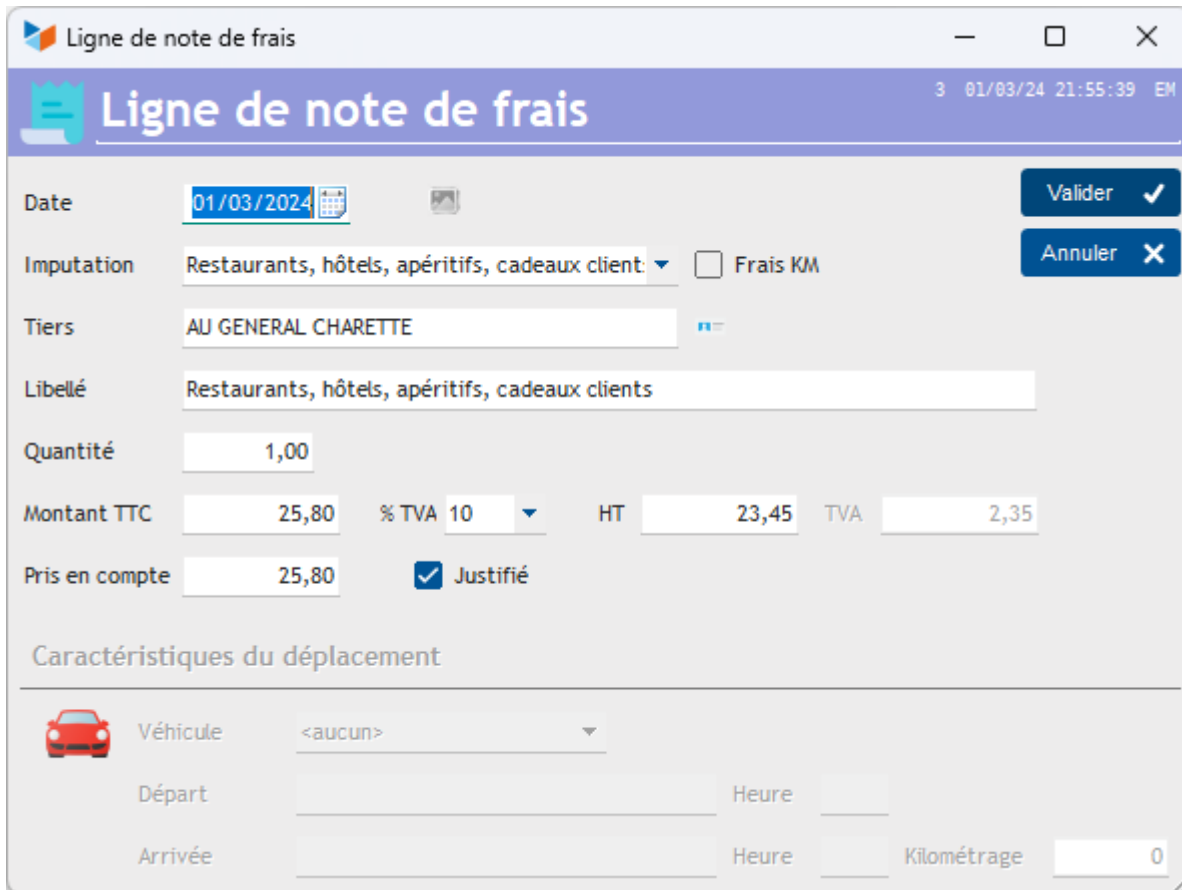
An expense report is established **for** a user, and can be **followed** by another user.

An unlimited number of lines can be attached to it.

As long as the **In Progress** box is checked, it will be possible to make any changes to the expense report. As soon as it is no longer checked, only the following user can modify it.

If the **validation** date (agreement on the items of the note, and their amount taken into account) is entered, it is only possible to enter a **payment** date. If the latter is entered, the note will only be modifiable by a Gestan administrator. This date is not intended to be entered manually, unless you do not manage any accounting in Gestan. In fact, it will be filled in automatically when you click on the **set** button on the list screen.

## Expense line sheet



**Ligne de note de frais** 3 01/03/24 21:55:39 EM

Date: 01/03/2024  Valider ✓

Imputation: Restaurants, hôtels, apéritifs, cadeaux client.  Frais KM  Annuler ✕

Tiers: AU GENERAL CHARETTE

Libellé: Restaurants, hôtels, apéritifs, cadeaux clients

Quantité: 1,00

Montant TTC: 25,80 % TVA: 10 HT: 23,45 TVA: 2,35

Pris en compte: 25,80  Justifié

**Caractéristiques du déplacement**

Véhicule: <aucun>

Départ: \_\_\_\_\_ Heure: \_\_\_\_\_

Arrivée: \_\_\_\_\_ Heure: \_\_\_\_\_ Kilométrage: 0

The **imputation** to which the expense report is linked makes it possible to automatically inform the third party (possibly), and the nature, kilometric or not, of the line.

The **quantity** can represent the number of meals, the number of nights, the number of kilometers, etc.

It is possible to declare a **type of expenses** (via the [configurable labels](#)), which allows the storage of a deductible VAT rate. Indeed, depending on the tax rules of your country, the deductible tax rate may vary depending on the type of expense, a very unnecessary complication very common in France... If at least one type of expense is declared, the **VAT deducted field** allows you to enter the maximum deductible VAT rate (Enter 100 if all the VAT on the line is deductible).

The **amount including tax** is the amount actually paid, while the amount **taken into account** is the one that will ultimately be retained as the basis for reimbursement by the company. For example, your company can decide to cap the amount of a meal at a restaurant for a sales executive at 'a simple steak and fries.

The **justified** box allows you to specify that proof has been presented (restaurant bill, train or plane ticket, hotel bill, toll ticket, etc.). If proof is not presented, the amount will not be taken into account for reimbursement.

**Ligne de note de frais** 4 01/03/24 22:06:15 EM

Date: 01/03/2024  Valider ✓

Imputation: Péage, parking, taxi, métro, train  Frais KM  Annuler ✕

Tiers: MAROLEX ELEONORE

Libellé: Déplacement LAMOSCOPE

Quantité: 354,00

Montant TTC: 214,52 % TVA: 0 HT: 214,52 TVA: 0,00

Pris en compte: 214,52  Justifié

**Caractéristiques du déplacement**

Véhicule: 456-BR-52

Départ: PARIS Heure: 08:00

Arrivée: RENNES Heure: 11:20 Kilométrage: 354

If the line is a mileage allowance (box **KM costs**), you will need to indicate a **vehicle**, a place of **departure** and **arrival**, possibly **times**, and **mileage**. If the cost per kilometer of the selected vehicle is entered in the vehicle file, the amount of the item will be calculated (number of kms \* cost per km).

🔗 Find out everything about expense reports: [this link](#).

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