



**HEC Paris
Students Union**

Expense reports



What is an expense report?

- An expense report is called “**Note de Frais**” in French.
- You need to get an expense report when a member of the club paid with his/her personal bank account on behalf of the club.
- **This document is compulsory and must be collected before reimbursing the member.**
- The compulsory mentions on an expense report are:
 - I, undersigned (Member’s full name), bought on (Date) on behalf of (Name of club) in (Name of shop) the following (List of goods and/or services) for a total amount of (Total amount paid in Euros) and a VAT amount of (VAT amount paid in Euros).
 - Attach a **receipt or invoice** showing the VAT rate(s) and amount.
 - The document can be hand-written or digital. Once you get it, save it as a **.PDF document**.
- Once you get the expense report AND the receipt / invoice, process the reimbursement to the member **by wire transfer only**.
- Enter the expense in **AssoConnect** and attach the expense report and receipt / invoice to the entry.