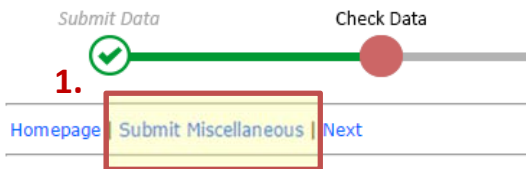


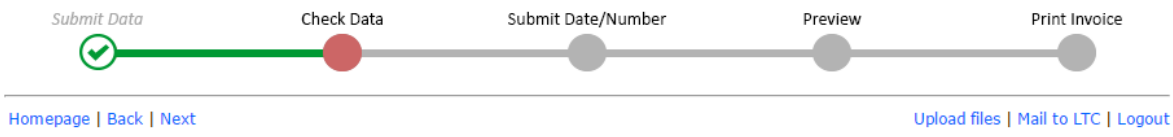
HOW TO CHARGE MISCELLANEOUS COSTS?

1. After submitting course data and clicking on “Create invoice” you have the option to submit miscellaneous costs.



Check Data

2. Please type in the number of items, item name and the price for just **one** item.
3. Click “Save data”.



Create Invoice - Miscellaneous

Submit miscellaneous charges *such as*:

- travel expenses (contractually agreed)
- UE/ZS previous month
- oral assessments

DO NOT use for:

- Any receipts with VAT
- Receipts for books

Please send original receipts to LTC with [this form](#) (pdf file).

2.

Number	Item	Price
3	oral assesments	8,00

Submitted Data
No data available.

3.

4. Submitted data will be shown here with the total amount.
5. When you have finished submitting data, please click “Next”.



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Create Invoice - Miscellaneous

Submit miscellaneous charges *such as*:

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- UE/ZS previous month
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DO NOT use for:

- Any receipts with VAT
- Receipts for books

Please send original receipts to LTC with [this form](#) (pdf file).

Number	Item	Price

4.

Submitted Data			
Number	Item	Total	
3	oral assesments	24,00	Delete
Total:		24,00	