

How to charge miscellaneous costs?

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



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

Submit Data	Check Data	Submit Date/Number	Preview	Print Invoice
Homepage Back Next				Upload files Mail to LTC Logout

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 3	Item oral assesments	8,00	Submitted Data No data available.
3.	Save Data			

LTC Language Training Center GmbH

ABC-Str. 21 20354 Hamburg

www.ltc-online.de info@ltc-online.de



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

Submit Data	Check Data	Submit Date/Number	Preview	Print Invoice
Homepage Back Next	5.		Upl	oad files Mail to LTC Logout
Create Invoice - Misce	llaneous			
Submit miscellaneous charge	es such as:			
 travel expenses (contr UE/ZS previous month 	actually agreed) 1			

oral assessments

DO NOT use for:

- Any receipts with VAT
 Receipts for books

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

4.

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

Save Data

LTC Language

Training Center GmbH

ABC-Str. 21 20354 Hamburg

www.ltc-online.de info@ltc-online.de