

# Replacement Hospitality Receipt

Self-issued receipt (Eigenbeleg) under Sec. 4 (5) no. 2 German Income Tax Act (EStG)

Replaces a lost or incomplete hospitality receipt - complete promptly and in full

HOST (NAME, COMPANY IF APPLICABLE)

DATE OF THE MEAL

LOCATION (RESTAURANT, ADDRESS)

BUSINESS OCCASION (SPECIFIC, E.G. PROJECT / CLIENT MEETING)

PERSONS ENTERTAINED (NAME, COMPANY IF APPLICABLE)

AMOUNT OF EXPENSES

Food & drinks (EUR)

Tip (EUR)

Total (EUR)

REASON THE ORIGINAL RECEIPT IS MISSING (E.G. RECEIPT LOST, DETAILS INCOMPLETE)

The meal had a business purpose.

Supporting payment evidence attached (e.g. credit card statement, bank statement).

PLACE, DATE OF ISSUE

SIGNATURE OF THE HOST

Notes: A self-issued receipt is a fallback; recognition is decided case by case by the competent German tax office (Finanzamt). No input VAT can be deducted from a self-issued receipt (Sec. 14, 15 German VAT Act). Accounting records must be kept for 8 years (since 1 Jan 2025). Best order if a receipt is lost: ask the restaurant for a duplicate, secure payment evidence, then create the replacement receipt.

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