Create receipts

- Upload receipts
- Manage receipts

Upload receipts

Here you can upload receipts that you have paid yourself. If an invoice is to be paid by Smart, you must create it as a **direct payment**.

1) Make sure that Smart is the customer on the receipts. Depending on which company you are employed by, the details are as follows:

SMartAt e. Gen, Gumpendorfer Straße 63 b, 1060 Vienna, ATU69905089

smart@work GmbH, Gumpendorfer Straße 63 b, 1060 Vienna, ATU75116919

- For amounts under 400 euros, it is possible that no customer appears on the receipts. These receipts can also be submitted.
- Accommodation costs and tickets may be in the name of the employed user

2) Go to "**Expense reimbursements > Receipts**" in the Smart Portal and add receipts.

3) Upload the receipt and **fill in the required fields** with information from the receipt. The title is for recognition purposes and should be meaningful to you.

4) When you are finished, you can **save the receipt.** You will now find it in your **voucher list.**

> Please note: If you submit receipts to Smart and the costs are reimbursed via an expense reimbursement, you **cannot use the same receipt in your employee tax assessment** or in your income and expenditure statement.

Step by step in the portal:

Upload file

The portal supports the .pdf and .jpg file formats, so if invoices or documents are uploaded, they should be in these formats. It is also important to note that only one file can be uploaded. Therefore, multi-page documents must be saved as .pdf. If you do not have a scanner but only a smartphone, we recommend installing a scanning app (e.g. Adobe Scan).

Title of the receipt

The title of the receipt will appear in your list when you select receipts for expense reimbursement, so it should be assignable and recognizable. For recurring receipts, it may be useful to make a time assignment, e.g. "Name-2023-July".

Type of receipt

Here you will find a brief explanation of the voucher types:

Consumables for projects: this is material that you buy for the project that is not permanently used for the activity. This includes, for example, paints or fabrics for a stage set or other materials that you process.

Fees and services: this refers to fees and services that are to be paid from your budget. If you work independently with Smart, you can upload your invoice/fee note here; if you work with others, you can upload their invoices. Smart will check here whether the listed activity can actually be carried out independently; if in doubt, always check with the Smart team beforehand.

Assets up to 1000 euros: these are so-called low-value assets that are intended to serve the business on a permanent basis. These include technical equipment or instruments. If the amount exceeds 1000 euros, please contact the Smart Team for more information.

Repair of assets (purchased from Smart): if an asset is purchased from Smart, the receipt for the repair can also be submitted.

Transportation by third parties: if something has to be transported as part of a Smart project, whether by a bicycle courier or a freight forwarder, the invoice can be submitted here.

Tickets and accommodation: receipts can be submitted here for trips/journeys made entirely in the course of working with Smart.

Annual season ticket, public transport and climate ticket: please note that we generally run the annual season ticket and climate ticket through payroll accounting and pay them out monthly. It is therefore possible that this receipt will be rejected as such. You can find more information here or contact the Smart Team.

Computer, tablet, software up to 1000 euros: the devices must be used entirely for business purposes. If your advisor needs confirmation of this, someone from the team will contact you. If the amount exceeds 1000,- Euro, please contact the Smart Team for more information.

Mailing: for sending letters and parcels as part of your work at Smart, you can upload the receipts here.

Renting rooms for events and rehearsals: if you need a short-term rehearsal room for your project, you can bill this via Smart. Short-term rentals do not exceed 14 days. If you would like to use a rehearsal room on a regular and longer-term basis, or have another type of room rental in mind, you can read about it here and then ask the Smart team. If you are planning an event as part of your work at Smart, please inform us well in advance so that we can ensure that no additional permits need to be obtained.

Commissions to third parties: If, for example, an agency is used as an intermediary for acquisition, related invoices can be uploaded here.

Office supplies: This refers to consumables such as ink, paper, paper clips, etc... A mouse for the PC or a cable would be an asset under 1000 euros.

Copies and printing costs: if you have a flyer printed, business cards or copies made in a copy store, you can upload them here, provided they are relevant to your work at Smart.

Technical literature: Dictionaries, daily newspapers and private literature cannot be submitted here. Non-fiction books directly related to the activity are possible, or for example a play for a director or dramaturge who is working on this work in a project with Smart.

Trade fairs and exhibitions: this refers to costs in connection with exhibiting at a trade fair or taking part in an exhibition. A visit to a museum would be an expense that would have to be rejected by the Smart team.

Advertising expenses: Costs for advertising in connection with the activity at Smart can be claimed here. These include costs for a website (in the case of a permanent collaboration with Smart), design of flyers and posters, fees for presentation on platforms, PR consulting and press work, press releases, etc.

Further training: if the further training is sufficiently related to the professional activity and development, it can be billed via Smart. It is always important to clarify with the Smart team in advance whether a specific training course can be covered.

Information on the receipt

The details of the **supplier** (company/person issuing the invoice), the **total amount** of the invoice, the **currency** and the **VAT** rate can be found on the invoice. If several VAT rates are listed, "Mixed VAT" can be selected.

The "Invoice date" refers to the date on the invoice.

In the Description field, you can briefly explain to the Smart Team what the invoice is about, especially if it is not clear from the invoice.

Manage receipts

Vouchers by status

You will find the vouchers in the portal in different lists, depending on their status.

Not submitted: are vouchers that can still be used for expense reimbursements.

Submitted: are receipts that are part of an expense reimbursement that is either with Smart for confirmation or has been accepted and paid out.

Rejected: These are receipts that cannot be accepted for various reasons. You can view them clearly here and use them for your own employee assessment or income and expenditure statement if the legal requirements are met.

The lists can be sorted by each column and viewed per year. You can view the individual receipts by double-clicking on the line.

Delete vouchers

You can delete unsubmitted vouchers at any time by clicking on the symbol at the very end of the line.