

Travel Claim F

To be returned within one month following the meeting

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IBAN N°* [for US: ABA code (or routing number) + account number]

obligatory field

Name	of	ESF	Co	onta	act	to	wł	10	m t	he	e fo	orn	n s	ho	ulc	b	e r	etı	ırr	nec	k														
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E-mail*

For payment, please fill in all details of your bank account

Name of account holder*

Address (if different from above)

Name of bank or postal account*

BIC SWIFT*

Branch and address*

Purpose of travel

Place and dates of meeting

Departure from	Date	Hour	Return to	Date	Hour
Please indicate depar	rture and retur	n dates and time	s necessary for ESF	business only	

1. Travel, accommodation and other expenses

(Please see the "Rules for reimbursement of expenses" overleaf)

N°	Item of expenditure	(Currency	

2. Meals (Please tick only for meals you paid yourself)

Date			
Lunch			
Dinner			

I declare that the expenses claimed above are not being reimbursed from any other source.

Date

Signature of meeting participant

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Activity	
Heading Sub-head	
Event-id Staff-id	
WP n°	
Destantes en la la la la	
Budget year	
Amount	

SUROPEAN CIENCE OUNDATION of expenses

Please read carefully before completing the form

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had *only* attented the ESF meeting, **unless** extension of stay is justified by a <u>significant</u> reduction in overall cost (resulting e.g. from reduced air fares).

1. Travel costs

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are <u>not</u> reimbursed by the ESF. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

For the reimbursement of travel costs, original tickets, vouchers, invoices must be enclosed (including taxi receipts) with the claim form.

Use of private car (including road tolls and fuel) will be reimbursed, <u>unless otherwise agreed in advance</u>, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres covered must be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.

Accommodation

Reimbursement of actual expenses for room and breakfast will be made <u>only</u> on production of hotel bills. Meals as well as incidental expenses, such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. should be paid by the guest when ESF pays hotel expenses directly. Otherwise they will be deducted from the reimbursement of travel and subsistence costs.

2. Meals

Lunch and dinner expenses will be reimbursed at a fixed rate of 21 €, only when meals are not provided by the ESF, or by a host organisation, or by an airline.

Specific rules are applicable to ESF and COST Office staff according to internal guidelines.

In accordance with European directives and with French Law N° 78-17 of January 1978 on information processing, electronic files and civil liberties you have a right to access and update the personal information about you, ask for it to be modified, deleted etc. This right may be exercised by sending a message to <u>database@esf.org</u> Information is gathered within the framework of the management of our activities and to this end some information may be passed on to third parties in France or abroad. Further information on the collection, registration and dissemination of data is available at http://www.esf.org/data