**Europlanet NA1 Expert Program Reimbursement Form**

The following travel expenses are eligible to be refunded:

* Accommodation (Invoice)
* Plane in economy class (Invoice or electronic ticket)
* Train, bus, etc. non-local transportation (Transport document)
* Car rental \* (Renter invoice)
* Fuel (car rental) (Invoice or ticket)
* Taxi \*\* (Invoice or ticket)
* Conference registration (Invoice or ticket and conference agenda)
* Other (specify nature) (Invoice or ticket)

PLEASE NOTE: This form must be submitted as a PDF file. Include your invoices and receipts in one file. Please use Euros if available. If not possible, please inform clearly which currency is used.

\* Authorisation is necessary - a request must be made to Expert Exchange Coordinator before travel.
\*\* Taxi costs will be accepted only if public transportation is not available.

|  |  |
| --- | --- |
| Email address |  |
| Full Name |  |

|  |  |  |
| --- | --- | --- |
| **Type of expenditure** |  **Euro** | **Other Currency (specify)** |
| Total travel (plane, train, bus, car, taxi, etc) |  |  |
| Total accommodation |  |  |
| Registrations or conference fees |  |  |
| Other expenditure (specify overleaf) |  |  |

Daily Allowance, Per Diem

|  |  |  |  |
| --- | --- | --- | --- |
|  | Country 1 | Country 2 | Country 3 |
| Days (in total) / Country  |  |  |  |

Per diems cover meals, local transportation and sundry expenses. Submit travel days with 0.5 day accuracy (e.g. 2.5). The day count starts from the departure from home/office and ends with arrival at home/office. If you stay in more than one country during your visit, please include information for each country separately. The exact amount of per diems will be calculated after the trip by Expert Exchange coordinator according to financial rules valid at that time.

I CERTIFY THAT THE INFORMATION GIVEN HERE IS ACCURATE AND CONFIRM THAT JUSTIFYING DOCUMENTS HAVE BEEN SUBMITTED.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Receipt No. | Date | Reason for expenditure | Amount (specify currency) |
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