

APPLICATION FOR REIMBURSEMENT OF EXPENSES EXPERT

Box I INSTRUCTIONS

- To obtain reimbursement of your expenses, you **must** complete box II and the bank account No. + the name of the beneficiary on the back of this form. The rest of this document must be completed if :
 - this is your first application for reimbursement
 - there has been a change in information provided previously (address, bank account, organization, etc.)
- Box II should show your travelling expenses, in the currency in which they were incurred, the form(s) of transport used, and your place of departure and arrival.
- You must also provide a copy of your travel tickets, showing the cost of the ticket, to be attached to this form.

THE DOCUMENT IS ONLY VALID IF SIGNED BY THE EXPERT (on both sides) AND THE MEETING SECRETARY

Box II TO BE COMPLETED BY THE EXPERT (in block letters)

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EXPERT'S identification No.

Reserved for EC use

Surname First Name

Please note that unless you mention the bank account No. and the name of the beneficiary on the reverse side of this form, we may not be able to reimburse you for the costs listed below

Form of transport used:

A) Air (Economy Class) (1)

(A)PEX YES/NO

B) Train/Boat

- Supplements (1)

- Sleeper supplement (2)

PLACE		Price	Currency
of departure	of arrival		
outward/			
return			
outward/			
return			

C) Car

C1) Private car

Registration No. KM

C2) Private car of another EXPERT

Registration No. KM

C3) Official car

Registration No. KM

TAXI FARES WILL NOT BE REIMBURSED

I declare that my:	- travel expenses *
	- daily allowances *
will NOT BE MET by another organisation.	
* delete as appropriate	
.....	Signature of expert

Box III TO BE COMPLETED BY THE MEETING SECRETARY

This is to certify that the EXPERT took part fromto.....in the meeting arranged by DG XII held at and that the expenses claimed correspond to the supporting documents.

PRIVATE GOVERNMENT expert

MEETING SECRETARY

Name:

Title of the meeting

Signature:

Date:

(1) upon presentation of tickets (2) on the basis of double occupancy

