**EXPENSE CLAIM FORM**

***ENAR Board meeting - Brussels, 24 February 2016***

To be returned to the secretariat with all original proof of expenses **by 30th March 2016** by registered mail

**to: ENAR, 60 rue gallait 3rd Floor, B-1030 Brussels, Belgium**

Reimbursement of travel expenses will be made by international bank transfer in EUR currency. **Original boarding passes/ train tickets and invoices** must be attached to justify each item. Please note that the European Commission does not reimburse taxi fares. The use of own car is reimbursed to the value of a 2nd class return train ticket from point of departure to meeting venue. Incomplete or illegible claims will not be reimbursed.

*Please write clearly*

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| --- | --- | --- |
| **Description of expenses**please number expenses and thecorresponding attached proof (receipt, ticket, etc.) | SPECIFY CURRENCY IF NOT EURO***You must use the exchange as posted on the EC site:***[***http://ec.europa.eu/budget/inforeuro/***](http://ec.europa.eu/budget/inforeuro/)***(+ put in rate and date below)*** | **€ Euro** |
| **TRAVEL (flight or train)** |
| **Item N°** | **Acc. code C1 (60100)** |
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|  |  |  |  |
| **SUB-TOTAL** |  |  |
| **LOCAL TRANSPORT (local train or bus)**  |
| **Item N°** | **Acc. Code C1 (60200)** |
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|  |  |  |  |
| **SUB-TOTAL** |  |  |
| **TOTAL***(Reimbursements in Euro only)* |  |  |

Point of departure if own car is used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please refund to: WRITE IN CAPITALS ONLY***

**Name of Participant** at the meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(also include the name of organization + National Coordination)

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| IBAN Number of bank account: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Swift/BIC code: |  |  |  |  |  |  |  |  |  |  |  |

Name and address of the Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Swift/BIC code and IBAN number have become mandatory for international bank transfers**