**EXPENSE CLAIM FORM**

**ENAR General Assembly 2019 – Brussels – Hotel Crowne Plaza, 20-22/06/2019**

**To be returned to the secretariat with all original proof of expenses by 31st August 2019 by registered mail**

**to: ENAR, 67 rue Ducale 5th Floor, B-1000 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*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of expenses**  please number expenses and the  corresponding 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/contracts_grants/info_contracts/inforeuro/index_fr.cfm>  ***(+ put in rate 1€ = …)*** | **€ Euro** |
| **TRAVEL (flight or international train)** | | | |
| **Item N°** |  | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **SUB-TOTAL** | |  |  |
| **LOCAL TRANSPORT (local train or bus) + FOOD** | | | |
| **Item N°** |  | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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 )

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**