**EXPENSE CLAIM FORM**

**Induction and Board Meeting 21-22 September 2019**

**To be returned to ENAR with all original proof of expenses by 20/10/19 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*

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| --- | --- | --- |
| **Description of expenses**please number expenses &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°** | **REC/B/C04/61001** |
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|  |  |  |  |
| **SUB-TOTAL** |  |  |
| **LOCAL TRANSPORT (local train or bus) + FOOD**  |
| **Item N°** | **REC/B/C04/61002** |
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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 )

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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**