

CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES

First Name Surname:	
Address (Street, Place, ZIP): Country	
E-mail address:	

European Centre for Social Welfare Policy and Research

Att: Judith Schreiber

Berggasse 17

A-1090 Vienna

Claim for Reimbursement of Travel Expenses

Name of the Event (please click the box):

- ☐ International workshop
- ☐ Meeting of the Childwatch International Regional Network of CEE countries

Date and Place of the Event: 8- 9 September 2008, Bratislava, Slovakia

Description of Expenses (Tickets, Bills and supported documents to be numbered and attached to this form and itemized in the following box):

Item #	Item Description	Currency	Amount	rate	Amount in €
0					
1					
2					
3					
4					
	TOTAL				

I declare that the travel and other expenses have not been borne by another authority.

Signature of expert

*1) Costs incurred in currencies other than the Euro shall be reported in Euro on the basis **of the conversion rate that would have applied on the date that the actual costs were incurred.**

Please see <http://www.ecb.int/stats/eurofxref/eurofxref-hist-90d.xml>

To process your claim for reimbursement without any delay, we ask you to fill in all details

Bank Name:	
Bank Address:	
IBAN (International Bank Account):	
Swift Code or BIC Code:	
Name of Account Holder:	

Please note:

- We need the full above **bank details** in order to process your reimbursement. Please consult your bank (statement) for the required data.
- For this meeting, the European Centre will reimburse **international and local travel expenses in Bratislava and / or your home country** (please note that taxi can only be refunded in case no public transport is available – please specify reason)
- The Hotel Tatra invoice for a single room & breakfast will be paid directly by the organizers for 2 nights (3 nights for participants of the Childwatch International CEE Network). All extras like e.g. minibar, telephone, supplement for double room have to be paid upon check out by the participant.
- Please send your **claim for reimbursement together with the ORIGINALS (invoices for plane or railway ticket , ticket leftovers AND boarding passes) before 26. September 2008** to the indicated address.
- In case of any further questions concerning reimbursement of expenses, please do not hesitate to contact Judith Schreiber by e-mail: schreiber@euro.centre.org or Renate Kraenzl-Nagl kraenzl-nagl@euro.centre.org
- Please keep a copy of the ticket and the invoices for your files in case the letter with the originals would get lost in the mail!

TO GUARANTEE A PROMPT PROCESSING OF YOUR EXPENSE CLAIM WE NEED ORIGINALS OF ALL SUPPORTING DOCUMENTS!

PLEASE UNDERSTAND THAT PAYMENT CAN NOT BE MADE IN CASE OF INCOMPLETE FORMS OR MISSING RECEIPTS

THANK YOU FOR YOUR UNDERSTANDING