

# Travel Claim Form

To be returned **within one month** following the meeting

1 quai Lezay-Marnésia | BP 90015 | F-67080 Strasbourg cedex  
Tel: +33 (0)3 88 76 71 00 | Fax: +33 (0)3 88 37 05 32  
E-mail: finance@esf.org | www.esf.org

Name of ESF Contact to whom the form should be returned: Päivi McIntosh (HUSS)

Name of meeting participant (in capital letters)\*

Address of meeting participant (in capital letters)\*

E-mail\*

## For payment, please fill in all details of your bank account

Name of account holder\*

Address (if different from above)

Name of bank or postal account\*

Branch and address\*

BIC SWIFT\*

IBAN N°\*

## Purpose of travel

EuroUnderstanding Launch Meeting

Malmö, SE, 14 - 16 October 2011

Place and dates of meeting

Departure from Date Hour Return to Date Hour

Please indicate departure and return dates and times necessary for ESF business only

## 1. Travel, accommodation and other expenses

(Please see the "Rules for reimbursement of expenses" overleaf)

N°	Item of expenditure	Currency		

## 2. Meals (Please tick only for meals you paid yourself)

Date							
Lunch							
Dinner							

I declare that the expenses claimed above are not being reimbursed from any other source.

Date

Signature of meeting participant

### FOR ESF INTERNAL USE ONLY

Checked by ESF Meeting Secretary

Budget «Budget\_Code»

Account N°

Account N°

Observations

Date

Signature

\*obligatory field

## ESF Rules for Reimbursement of Expenses

*Please read carefully before completing the form*

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the ESF meeting, **unless** extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

### 1. Travel costs

**Air tickets** should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed.

**Train tickets** and train supplements may be first class.

**Taxis** should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are not reimbursed by the ESF. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

**For the reimbursement of travel costs, original tickets, vouchers, invoices must be enclosed (including taxi receipts) with the claim form.**

**Use of private car** (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical.

An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres covered must be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.

### Accommodation

Reimbursement of actual expenses for room and breakfast will be made only on production of hotel bills. Meals as well as incidental expenses, such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. should be paid by the guest when ESF pays hotel expenses directly. Otherwise they will be deducted from the reimbursement of travel and subsistence costs.

### 2. Meals

Lunch and dinner expenses will be reimbursed at a fixed rate of 21 €, only when meals are not provided by the ESF, or by a host organisation, or by an airline.

Specific rules are applicable to ESF and COST Office staff according to internal guidelines.