



Travel Claim Form

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

Name of Contact Persons to whom the form should be returned:

Isabella Vitali (isabella.vitali@istc.cnr.it, tel +39 06 44595 323) or
Maria Elisa Rosati (mariaelisa.rosati@istc.cnr.it, tel +39 06 44595 322)
Istituto di Scienze e Tecnologie della Cognizione – CNR
Via S.Martino della Battaglia 44
I- 00185 Roma
Fax : +39 06 44595 243

Name of meeting participant (in capital letters)

E-mail

Purpose of travel

EUROCORES Programme OMLL, Final Conference, CNR, Rome, Italy, 11-14/12/2007

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)

No	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

Travel Claim Form

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 up to 21 €, only when meals are not provided by the ESF, or by a host organisation, or by an airline.

In accordance with European directives and with French Law N° 78-17 of January 1978 on information processing, electronic files and civil liberties you have a right to access and update the personal information about you, ask for it to be modified, deleted etc. This right may be exercised by sending a message to database@esf.org Information is gathered within the framework of the management of our activities and to this end some information may be passed on to third parties in France or abroad. Further information on the collection, registration and dissemination of data is available at <http://www.esf.org/data>

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