

**ACCOUNT OF TRAVEL EXPENSES**

**Important information:** Your travel expenses can only be reimbursed if yousubmit **originals of** the **tickets, invoices, bills, receipts, etc.**

**Meeting:**

**Location:**

**Date**:

**Name:**

|  |
| --- |
| Name of Bank:       |
| Address of Bank:       |
| Bank account n°:      BIC code:      IBAN code:       |

|  |  |
| --- | --- |
| Travel from:       | To:       |

|  |  |  |
| --- | --- | --- |
| **Travel Expenses** | **Amount** | **Currency** |
| Plane |       |       |
| Train |       |       |
| Car |       |       |
| Public transport/taxi |       |       |
| Hotel expenses |       |       |
| **TOTAL** |       |       |

! **Please remember to enclose tickets, bills, etc.**

Date:       Signature:

Approval: