

**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: