
CLAIM FOR TRAVELLING AND SUBSISTENCE EXPENSES MLNET II

Name :

Organisation :

Date(s) of expenses :

Destination:

claim in euro's or GB (Only for UK claims !!)

Purpose of expense :

TRANSPORT

Ticket

From:	To:	Amount (ticketcurrency):	Amount (EURO):

Private car

From:	To:	Total km's	@ 0.18 EURO

(N.B. LOCAL TRANSPORTATION IS COVERED BY DAILY ALLOWANCE)

DAILY ALLOWANCE

From (date)	To (date)	Total days	@ 110 EURO

OTHER EXPENSES NOT COVERED BY “TRANSPORT” and “DAILY ALLOWANCE” (please specify)

SIGNIFICANT SPECIFIC TASK COST (PRIOR APPROVAL REQUIRED!)

(e.g. registration fee, cost participation non-members)

Total :	? EURO
	? GB

(please tick)

I certify that the expenditure has been necessary, not extravagant and wholly incurred for the purposes specified.

I enclose a report on the event (if required, i.e. workshop, conference, seminar, tutorial or visit): ? (please tick)

I require payment by cheque / by bank transfer (delete as applicable)

Signature of claimant :

Date:

Payee details: (i.a.: if applicable)

Name:

Address:

Tel.

Fax:

email payee:

Name of bank:

Address of bank:

Accountnumber:

SWIFT code bank (i.a)

Payment reference (i.a.)

Sort code bank (i.a.)