



**APPLICATION FOR REIMBURSEMENT OF EXPENSES**

**Box I INSTRUCTIONS**

To obtain reimbursement of your expenses, you must complete BOX II and, if necessary, the back of this document (in block letters), otherwise you will not be reimbursed.  
 The back of the document should be completed:

- if you no longer have, or have never had, an EXPERT'S LABEL;
- if this is the first time you have attended a meeting or discussions;
- if there has been a change in information provided previously (address, bank account, organisation, etc.)

BOX II should show your travelling expenses, expressed in the currency in which they were incurred, against the form(s) of transport used, and your places of departure and arrival (taxi fares will not be reimbursed).  
 Tickets must be shown to the meeting secretary along with this document so that the prices stated can be certified.  
**THE DOCUMENT IS VALID ONLY IF SIGNED BY THE EXPERT AND THE MEETING SECRETARY.**

**Box II TO BE COMPLETED BY THE EXPERT (in block letters)**

Name

Means of transport used	Place		Actual price paid	Currency
	of departure	of arrival		
<input type="checkbox"/> Train/boat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- TEE supplement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Sleeper supplement (double) (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Air (tourist class) (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Private car	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Private car of another expert	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Official car	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Prepaid ticket:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>

I certify that these particulars are accurate.

Date    Signature \_\_\_\_\_

I accept that the cost of the evening social dinner will be deducted from my daily allowance.

Date    Signature \_\_\_\_\_

**TAXI FARES WILL NOT BE REIMBURSED**

**Box III TO BE COMPLETED BY THE MEETING SECRETARY**

**Action number**  OIA  OVA

This is to certify that the Expert took part in the meeting arranged by DG  held at  from  to , and that the expenses claimed correspond to the supporting documents.

Code number of meeting:

Title of meeting:

To be charged against budget item:

Expert:  Private  Government

**SECRETARY:**  
 Name (block capitals):  Signature: \_\_\_\_\_

T.P.  Tel.:  Date:

**CONFORME AUX FAITS (OIA or OVA) signature:** \_\_\_\_\_

(\*) Upon presentation of tickets.

Have you filled in a form like this before?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Do you represent a government department or body? (If no answer is given it will be assumed that you do.)	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

CODE NUMBER OF MEETING  DATE OF MEETING

<b><u>1. EXPERT</u></b>			
SURNAME	<input type="text"/>		
FIRST NAME	<input type="text"/>		
ADDRESS (street and No.)	<input type="text"/>		
TOWN	<input type="text"/>	POSTAL CODE	<input type="text"/>
COUNTRY	<input type="text"/>	TELEPHONE	<input type="text"/>

<b><u>2. ORGANISATION FOR WHICH YOU WORK</u></b>			
NAME	<input type="text"/>		
ADDRESS (street and No.)	<input type="text"/>		
TOWN	<input type="text"/>	POST CODE	<input type="text"/>
COUNTRY	<input type="text"/>		

/  /   
DATE

\_\_\_\_\_  
EXPERT'S SIGNATURE