

APPLICATION FOR REIMBURSEMENT

(to be sent to EIT Finance)

EXPLANATIONS

Section I

In order to obtain reimbursement of your expenses, you must fill in **Section II** of this form.

- The cost of the journey must be given in the currency concerned and be supported by a copy of the ticket/boarding passes and the
- original (travel agency) invoice or, failing that, written confirmation of the electronic reservation, giving the amount paid.
- original hotel invoice or, failing that, written confirmation of the electronic reservation.

THIS DOCUMENT IS VALID ONLY IF SIGNED BY YOU.

TO BE FILLED IN BY YOU (in block capitals)

Section II

Contribution towards travel and subsistence expenses for:

 Interview

 Medical visit

SELECTION REFERENCE:

SURNAME:

FIRST NAME:

PLACE OF RESIDENCE / EMPLOYMENT:

BANK ACCOUNT NO (IBAN):

Means of transport (first class rail/economy class air/private car)	Outward journey			Return journey			Price paid	Currency
	Date	Dep. time	Arr. time	Date	Dep. time	Arr. time		

Price comparison (if applicable)	Outward journey			Return journey			Price paid	Currency
	Date	Dep. time	Arr. time	Date	Dep. time	Arr. time		

Accommodation <input type="checkbox"/> yes <input type="checkbox"/> no	Date		Remarks
	check-in	check-out	

I certify that I have been informed of the obligation to present the documentation within thirty calendar days after the day of the interview / medical visit.

I certify that these particulars are true and accurate and that I will not be receiving any similar reimbursement from any other or the same institution in respect of the same journey or stay.

DATE / /

SIGNATURE:

TO BE COMPLETED BY BUDGET AND FINANCE

Section III

I certify that the invited person attended the interview on
and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.

SUPPORTING DOCUMENTS

Description	Yes	No	Remarks
LEF, BAF and respective supporting documents			
Flight ticket + outbound boarding pass			
Train or bus ticket (if part of the itinerary) + receipt			
Original travel agency invoice or written confirmation of the electronic reservation			
Original hotel invoice and receipt			
Reference itinerary and cost			
Other (please specify)			

COST SUMMARY

	Declared		Eligible
	in currency	in EUR	
Travel			
Accommodation			
DSA			
Total			

Exchange rate:

CERTIFIED CORRECT
Date
Signature
Name
Operational Verification
Date
Signature
Name