

# Joint Institute for VLBI ERIC (JIVE)

## International Expense Claim Form

Destination and reason for claim \_\_\_\_\_  
 Travel dates: from \_\_\_\_\_ to \_\_\_\_\_

**Details of Claimant**

Surname \_\_\_\_\_ Forenames \_\_\_\_\_  
 Institute \_\_\_\_\_ E-mail \_\_\_\_\_

Bank Name \_\_\_\_\_  
 Bank Address \_\_\_\_\_  
 IBAN code\* \_\_\_\_\_  
 SWIFT (BIC) code\* \_\_\_\_\_  
 Account Name \_\_\_\_\_  
 Account Number \_\_\_\_\_

*(If not complete, reimbursement can be delayed)*

**Expenses**

	Currency €	Currency	Currency
<b>Travel</b>			
Air Fares			
Taxi, Bus and Rail fares			
Rental car			
<b>Other</b>			
Accommodation			
Meals			
Miscellaneous (Please specify)			
<b>Totals</b>			
Exchange rate			
Equivalent (€)			
Subtotal			
<b>Total Claimed (€)</b>			

**Please enclose originals of bills,  
receipts, tickets, etc.\*\***

*I declare that the expenses claimed above are not being reimbursed from any other source.*

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

Return address: JIVE, attn. Secretariat  
 P.O. Box 4, 7991 PD DWINGELOO  
 Netherlands

---

For JIVE office use  
 Approved: \_\_\_\_\_ Budget no. \_\_\_\_\_

\* fill in both IBAN and SWIFT (BIC) code  
 \*\* include all receipts: travel (incl. train/taxi), accommodation, meals, etc.