## Joint Institute for VLBI in Europe (JIVE)

## Expense Claim Form (for JIVE employees only)

| Date: From   | Reason for claim                           |                       |                                 |                          |
|--|--|-----------------------|---------------------------------|--------------------------|
| Title  | Date: From                                 | То                    |                                 |                          |
| Bank Name  | <b>Details of Claimant</b>                 |                       |                                 |                          |
| Bank Name  | Title Surname                              |                       |                                 |                          |
| Bank Address   | Forenames                                  |                       |                                 |                          |
| Account Name   | Bank Name                                  |                       |                                 |                          |
| Account Name   | Bank Address                               |                       |                                 |                          |
| Account Number   |  |                       |                                 |                          |
| Expenses  Travel Currency  |  |                       |                                 |                          |
| Expenses  Travel Currency  | Account Name                               |                       |                                 |                          |
| Travel Currency. Currency Currency.  Air Fares  Taxi, Bus and Rail Fares - within the Netherlands / public transport - within the Netherlands / own car - outside the Netherlands Rental car  Other  Accommodation  Meals Miscellaneous (Please specify)  Currency Commission/costs  Totals Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature.  Date   | Account Number                             |                       | (If not complete, reimb         | pursement can be delayed |
| Travel Currency. Currency Currency.  Air Fares  Taxi, Bus and Rail Fares - within the Netherlands / public transport - within the Netherlands / own car - outside the Netherlands Rental car  Other  Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature.  Date |  |                       |                                 |                          |
| Air Fares  Taxi, Bus and Rail Fares - within the Netherlands / public transport - within the Netherlands / own car - outside the Netherlands Rental car  Other  Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date                                       | Expenses                                   |                       |                                 |                          |
| Taxi, Bus and Rail Fares  - within the Netherlands / public transport  - within the Netherlands / own car  - outside the Netherlands  Rental car  Other  Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  | Travel                                     | Currency              | Currency                        | Currency                 |
| - within the Netherlands / public transport - within the Netherlands / own car - outside the Netherlands Rental car  Other Accommodation Meals Miscellaneous (Please specify)  Currency Commission/costs Totals Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  | Air Fares                                  |                       |                                 |                          |
| - within the Netherlands / own car - outside the Netherlands Rental car  Other Accommodation Meals Miscellaneous (Please specify)  Currency Commission/costs Totals Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  | Taxi, Bus and Rail Fares                   |                       |                                 |                          |
| - outside the Netherlands  Rental car  Other  Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date   | - within the Netherlands /public transport |                       |                                 |                          |
| Rental car  Other  Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  | - within the Netherlands / own car         |                       |                                 |                          |
| Other Accommodation Meals Miscellaneous (Please specify)  Currency Commission/costs Totals Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | - outside the Netherlands                  |                       |                                 |                          |
| Accommodation  Meals  Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature   | Rental car                                 |                       |                                 |                          |
| Meals Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | Other                                      |                       |                                 |                          |
| Miscellaneous (Please specify)  Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | Accommodation                              |                       |                                 |                          |
| Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | Meals                                      |                       |                                 |                          |
| Currency Commission/costs  Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | Miscellaneous (Please specify)             |                       |                                 |                          |
| Totals  Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use   |  |                       |                                 |                          |
| Equivalent (own currency)  Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use   | Currency Commission/costs                  |                       |                                 |                          |
| Advance payments (if any)  Please enclose copies of bills, receipts, tickets etc.  Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  Date  For JIVE office use  | Totals                                     |                       |                                 |                          |
| Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  | Equivalent (own currency)                  |                       |                                 |                          |
| Total Claimed (own currency)  I declare that the expenses claimed above are not being reimbursed from any other source  Signature  | Advance payments (if any)                  |                       | Please enclose copies of bills, |                          |
| I declare that the expenses claimed above are not being reimbursed from any other source  Signature  |  |                       | receipts, tickets o             | etc.                     |
| Signature Date   | Total Claimed (own currency)               |                       |                                 |                          |
| For JIVE office use  | I declare that the expenses claimed abov   | e are not being reimb | oursed from any other           | source                   |
|  | Signature                                  |                       | Date                            |                          |
|  | Ear HVE office ve                          |                       |                                 |                          |
|  |  | _                     |                                 |                          |