

Joint Institute for VLBI in Europe (JIVE)

Expense Claim Form (for JIVE employees only)

Reason for claim

Date: From To

Details of Claimant

Title Surname

Forenames

Bank Name

Bank Address

.....

.....

Account Name

Account Number (If not complete, reimbursement can be delayed)

Expenses

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

For JIVE office use

Approved: Postno.