



E-CONS Network (Comenius 3)

European Partners' Meeting
Santiago de Compostela, 1 - 3 June 2006

TRAVEL REIMBURSEMENT FORM

NAME:	Identity No:
Address:	
Postal Code: City:	Country:

NAME OF THE ORGANIZATION:

BANK DETAILS

Name of the bank:
 Address:
 Name of the holder:
 IBAN
 BIC

TRAVEL EXPENSES

Please enclose original travel expenses proofs (bills, transport tickets, receipts).

Outward journey:

Departure from on (date)..... at (time).....
 Arrival inon (date).....at (time).....

Return journey:

Departure from on (date)..... at (time).....
 Arrival inon (date)..... at (time).....

Mode of transport (please point with an X):

	Mode of transport		Cost in euros
<input type="checkbox"/>	Plane		
<input type="checkbox"/>	Bus		
<input type="checkbox"/>	Train		
<input type="checkbox"/>	Private car		
<input type="checkbox"/>	Other (specify)		
TOTAL			

I hereby certify that I attended the European Partners' Meeting in Santiago de Compostela (Spain), in the frame of the project "E-CONS Network" and the accuracy of this information.

DATE:

SIGNATURE:

RULES FOR TRAVELLING:

According to the European Commission, the following rules must be observed when arranging your travel to meetings:

The most economical fares must be used. Several travel agencies should be contacted in order to obtain the best possible prices.

Rail travel must be used for journeys of up to 400 km, except in an emergency or where a sea crossing is involved.

For journeys of more than 400 km, air travel may be used. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class fare are not allowed.

In the case of travel by car:

- ✓ The amount to be considered is limited to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car).
- ✓ Hire car: The actual costs shall be applied (including petrol). However, a hired car may only be used if no other suitable transport is available.

When applying for reimbursement, please use the forms which we provide. The reimbursement sum will be paid by bank transfer. All proofs of payment (bus or train tickets, air tickets, bills, receipts) must be submitted in the original.
