**Application form for reimbursement of expenses**

|  |
| --- |
| To obtain reimbursement of expenses, the expert must **complete this document** and submit it to the meeting secretary. If ticket is purchased by the expert/organization an **original** **receipt** displaying full cost of travel must be enclosed. Where applicable, accommodation will only be reimbursed against an **original receipt**. Reimbursement claim should be submitted immediately after meeting closure or, if not possible, **within 60 days**. Beyond this deadline, the European Environment Agency is absolved from any obligation to reimburse travel expenses or pay any allowances. |

|  |
| --- |
| **TO BE FILLED IN BY THE EXPERT (In capital letters)** |
| E-mail: | Telephone: |
| Name of Expert: | Mr. | Ms. |
| Country: | Address: |
| In order to register a new bank account profile with the European Environment Agency or if an existing account must be amended, a **Financial identification form** must be duly completed and submitted to the meeting secretary. **ATTENTION: All applicants must fill in Full name of Account-holder and the full account number in the boxes below for verification purposes** |
| Full Name of Accountholder: |
| Full Account IBAN number : |
| Means of transport: | Air (economy class) [ ]  | Train [ ]  | Other [ ]  : |
| Car [ ]  : | Km:  | Reg. No.: |
| **Departure from** (name of city) | **Date and time** | **Arrival in** (name of city) | **Date and time** |
|  |  |  |  |
|  |  |  |  |
| Return travel possible on the last meeting day: Yes [ ]  No [ ] I certify that I have been informed of the obligation to present the documentation concerning this meeting within sixty calendar days of the end of the meeting. 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 or public or private organization in respect of the same journey or stay. |
| **TO BE COMPLETED BY MEETING SECRETARY** |
| I certify that the Expert took part in the meeting: | From: 08.10.2019 09:45 | To: 09.10.2019 17:00 |
| Meeting title: Regional workshop on SOER |
| EEA secretary: Joanna Kay Laval KARLSEN |
| Place: Bratislava, Slovakia | Meeting number: 19-172-NO-ENIE | Arranged by (Group): CAS1 |
| Prepaid ticket: Yes [ ]  No [ ]  | Expert invited as: Individual [ ]  Government representative [ ]  |