



# Application form for reimbursement of expenses

To obtain reimbursement of expenses, the expert must **complete and sign this document** and hand 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 handed in 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.

**THIS DOCUMENT IS ONLY VALID IF SIGNED BY THE EXPERT AND THE MEETING SECRETARY**

## 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.

\_\_\_\_\_  
Signature of Meeting Participant

## TO BE COMPLETED BY MEETING SECRETARY

I certify that the Expert took part in the meeting: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Meeting title: ENI SEIS II South project Workshop on indicators

Place : Copenhagen, Denmark Meeting number: 17-78-NO-ENIS Arranged by (Group): PAN2

Prepaid ticket: Yes  No  Expert invited as: Individual  Government representative

I hereby declare that the above details & the expenses claimed (dates & amounts) correspond to the attached supporting documents.

**Reimbursement will not be processed without signatures of both expert & secretary.**

\_\_\_\_\_  
Name of Meeting Secretary (capital letters)

\_\_\_\_\_  
Signature of Meeting Secretary