EUROPEAN COMMISSION **EN**

Directorate-General for Personnel and Administration

Experts Section

APPLICATION FOR REIMBURSEMENT OF EXPENSES

Box I

INSTRUCTIONS

To obtain reimbursement of your expenses, you must complete BOX II and, if necessary, the back of this docume
(in block letters), otherwise you will not be reimburse
The back of the document should be completec
- if you no longer have, or have never had, an EXPERT'S LABE
- if this is the first time you have attended a meeting or discussion
- if there has been a change in information provided previously (address, bank account, organisation, e

BOX II should show your travelling expenses, expressed in the currency in which they were incurred, against t
form(s) of transport used, and your places of departure and arrival (taxi fares will not be reimburse
Tickets must be shown to the meeting secretary along with this document so that the prices stated can be certifi

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

Box II

TO BE COMPLETED BY THE EXPERT (in block letters)

LABEL

Means of transport used	Place of departure	Place of arrival	Actual price paid	Currency
☐ Train/boat				
- TEE supplement				
- Sleeper supplement (double) (*)				
☐ Air (tourist class) (*)				

☐ Private car _____ Km (outward/return)
Registration number: _____

☐ Private car of another expert _____ Km (outward/return)
Registration number: _____

☐ Official car _____ Km (outward/return)
Registration number: _____

☐ Prepaid ticket: ☐ YES ☐ NO

I certify that these particular are accurate.

.... / .... / ....
Date Signature

TAXI FARES WILL NOT BE REIMBURSED

Box III

TO BE COMPLETED BY THE MEETING SECRETARY

This is to certify that the Expert took part in the meeting arranged by DG ..... held at .....
from ..... to ....., and that the expenses claimed correspond to the supporting documents.

Code number of meeting: .....
Title of meeting:.....
To be charged against budget item: .....
Expert: ☐ Private ☐ Government

SECRETARY:
Name (block capitals): ..... Signature: .....
Address:..... Tel.:..... Date: .... / .... / .....

(*) Upon presentation of tickets.