

TEA – IS Summer School

17 – 22 June 2012, Torremolinos, Málaga, SPAIN

Travel Claim Form

To be given in hand to the organizers during the TEA – IS Summer School

*obligatory field

First name and last name (in capital letters) of meeting participant *

.....

Address of meeting participant (in capital letters)*

.....

.....

E-mail*

.....

For payment, please fill in all details of your bank account

Name of account holder*

Address (if different from above)

.....

.....

Name of bank or postal account*

Branch and address*

.....

BIC SWIFT* |_|_|_|_|_|_|_|_|_|_|

IBAN no * |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_|

[For US: ABA code (or routing number) + account number]

1. Travel, accommodation and other expenses

(Please see the "Rules for reimbursement of expenses" overleaf)

Please indicate departure and return dates and times necessary for this meeting only:

Departure from Date Hour

Return to Date Hour

N°	Item of expenditure	Currency		
			€	

2. Meals

(Please tick only for meals you paid yourself)

Date			
Lunch			
Dinner			

I declare that the expenses claimed above are not being reimbursed from any other source.

Date

Signature of meeting participant

Rules for reimbursement of expenses

Please read carefully before completing the form.

Participants should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on [non - TEA – IS Summer School](#) business either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the [TEA – IS Summer School](#) meeting, unless extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

1. Travel costs

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are not reimbursed. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

For the reimbursement of travel costs, **original tickets, vouchers, invoices must be enclosed (including taxi receipts) with the claim form.**

Use of private car (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres covered must be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.

Accommodation

Reimbursement of actual expenses for room and breakfast will be made only on production of hotel bills.

Meals as well as incidental expenses, such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. should be paid by the guest when TOPO-EUROPE pays hotel expenses directly. Otherwise they will be deducted from the reimbursement of travel and subsistence costs.

2. Meals

Lunch and dinner expenses will be reimbursed at a fixed rate of 21 €, [only when meals are not provided by TEA – IS Summer School](#), or by a host organisation, or by an airline.

3. Guidelines to get financial support for the TEA – IS Summer School, Torremolinos, Málaga, Spain, 17 – 22 June, 2012

Financial support is conditional upon:

1. [Participating actively, i.e. giving a presentation \(oral or poster\), at the TEA – IS Summer School.](#)
2. Giving in hand to the TEA – IS organizers **at the TEA – IS venue (June 17 – 22, 2012)** the completed Travel Claim Form with all original receipts for all expenditures to be reimbursed (travel tickets, boarding passes, invoices, receipts, etc.).
3. Whenever meals will be provided by the organizers, no additional subsistence cost will be provided.