



APPLICATION FOR REIMBURSEMENT
(to be sent to the person responsible for the meeting)

EXPLANATIONS**Section I**

In order to obtain reimbursement of their expenses, experts must fill in **Section II** of this form.

- The cost of the journey must be given in the currency concerned and be supported by a copy of the ticket and the original travel agency invoice or, failing that, written confirmation of the electronic reservation, giving the amount paid.
- Experts who do not have (or have forgotten) their personal identification sticker must fill in the expert identification sheet overleaf (see instructions on the document)

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

TO BE FILLED IN BY THE EXPERT (in block capitals)**Section II**

**PLEASE ATTACH AND INITIAL YOUR
IDENTIFICATION STICKER TO CONFIRM
THAT YOUR DETAILS ARE CORRECT**

Mr ☐ Ms ☐

SURNAME:

FIRST NAME:

NATIONALITY:

Form of transport used	Outward journey		Return journey		Price paid	Currency
	Dep. time	Arr. time	Dep. time	Arr. time		

☐ Train☐ Air (economy class)☐ Private car Registration no: km (outward/return)☐ Other**TAXI FARES AND PARKING FEES WILL NOT BE REIMBURSED**

I certify that I have been informed of the obligation to present the documentation concerning this meeting within thirty 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 organisation in respect of the same journey or stay.

DATE / / SIGNATURE OF EXPERT:

TO BE COMPLETED BY THE MEETING SECRETARY**Section III**

I certify that the Expert took part (1) from **06/12/2018** to **07/12/2018** in Meeting **ESSnet KOMUSO Workshop on Quality of Multisource Statistics** arranged by: **ESSnet KOMUSO** and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.

Location: **Danmarks Statistik, Copenhagen, Denmark** Expert's departure point (stated in the invitation):Expert invited as: ☐ Individual ☐ Government representativeTicket pre-paid by the Commission: ☐ yes ☒ no

COMMENTS:

Date (2) of submission of the complete file
(if different from the date on
which the meeting ends)

.....**MEETING SECRETARY:**

Date: / /

Name (block capitals):

Address: Tel:

Signature:

(1) please attach attendance list

(2) this date will be the baseline date