



European Commission
 Directorate General for Regional and
 Urban Policy
 Unit D1 - Macro-regions,
 Transnational/Interregional/External
 cooperation



**Association of Universities of the
 Adriatic-Ionian area**



*To the attention of
 UniAdrion Secretariat
 Via Menicucci n. 6, 60021 Ancona, Italy
info@uniadrion.net*

Project: BRUSSEL WEEK – EUSAIR4YOUTH

Date and place: 10th October – 14th October 2022, Brussels - BELGIUM

TRAVEL EXPENSES REIMBURSEMENT CLAIM

In order to respect the deadline for the financial report, please fill in the following claim form by 31st October 2022. The reimbursement will be sent out as soon as possible by November 2022.

Surname/Name:

Function/Occupation:

Region/Organisation:

Address:.....

Tel.: Email:

Please insert the data of your Bank account to reimburse

- Name of the Bank: _____
- IBAN code: _____
- BIC code: _____
- SWIFT Code: _____
- Bank Account Holder: _____



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DETAILS OF TRAVEL EXPENSES CLAIM TO PROVIDE IMPERATIVELY

Please, attach the **original invoices and receipts** to this reimbursement form: tourist taxes, meals (receipts for breakfast, lunch, dinner, supermarket, aperitif), local transportation and Brussels attractions

Date (DD/MM/YYYY)	Description (tourist taxes, meals (receipts for breakfast, lunch, dinner, supermarket, aperitif), local transportation and Brussels attractions)	Amount (Specify € or currency)
TOTAL COSTS		

Date and Signature: _____