**CLAIM FOR REIMBURSEMENT OF TRAVEL AND SUBSISTANCE EXPENSES IN CONNECTION TO STUDY CONGRESSES, CONFERENCES, TRAINING SEMINARS**

CONF-RSP/1

[\*] [Please fill in only if Lecturer Speaker has not received payment for his/her contribution, otherwise use form to attach receipts of payment related to travel and subsistence]

Speech of / /

Venue:

(Specify university where event took place)

Within the context of the event::

**Personal Details**

I, the undersigned,

In service at

(Institution/Administration Structure)

Date of Birth Place of Birth

Tax No.

Permanent Address

At No. Town Province Postcode

**APPLY**

For the reimbursement of expenses incurred; I enclose receipts of payment:

[] Journey: [] Accommodation: [] Meals

No. of Receipts No. of Receipts No. of Receipts

**Use of own vehicle** Type: Registration Plate: Date of Registration:

Place of Departure: Return Destination: Total km:

**Other Details**

**Method of Payment(\*)**

 : Bank: Branch: Holder:

[ ] Bank Transfer Bank Account:

 IBAN:

[ ] Cash collection at branch of *Banca delle Marche*

(\*) Tick as appropriate

**Signature of Applicant**

*(Place, Date)*

**Reimbursement Checked and Approved**

**PLEASE NOTE**

ATTACH DOCUMENTS BELOW TO THIS APPLICATION FORM FOR REIMBURSEMENT

* Original travel tickets (airplane, train, coach, motorway toll, etc.)
* Both outward and return boarding card in case of journey by air
* A copy of valid Identification Document of yourself
* Original invoices or receipts or tax documents in case of expenses for accommodation and meals

Please return application and attachments to:

For further details please write to:

or telephone No. (+39) 0733 258