**INVITED PERSON TRAVEL ALLOWANCE REQUEST**

**FOCUS MEETING 2019 - Rome, 15-16 October**

|  |  |  |
| --- | --- | --- |
| Name (legible): | **---** |  |
| City and Country: | **---** |  |

**TRAVEL REIMBURSEMENT**

In order to pay your travel allowance requestby bank transfer, we require your full bank information and an original invoice or proof of purchase.

|  |  |
| --- | --- |
| Original invoice /Proof of flight /train /other expenses have been submitted for getting the respective allowance |  |
| I will submit an original invoices or proofs of purchase after the congress to the ESA Secretariat by e-mail to [**reimbursement@esahq.org**](mailto:reimbursement@esahq.org) or by post to Rue des Comédiens, 24 – 1000 Brussels before **18 November 2019**. |  |

**BANK TRANSFER INFORMATION**

|  |  |
| --- | --- |
| Name: | **-** |
| Address: | **-** |
| Bank Name: | **-** |
| IBAN: | **-** |
| Swift Code/BIC *(compulsory)*: | **-** |
| \*Sort Code (*\*if no Swift/BIC*): | **-** |
| Account number: | **-** |

**REIMBURSEMENT**

The ESA will reimburse real travel costs up to a maximum of 500 EUR.

Example:

* Your travel expenses are lower than 500 EUR =>

ESA will reimburse the **real cost** (total amount travel invoices that you submit)

* Your travel expenses are higher than 500 EUR =>

ESA will reimburse 500 EUR

Please note that the reimbursement will be paid **after** the Focus Meeting **only** if the official request is submitted to the ESA Secretariat on site in Rome or by email at [reimbursement@esahq.org](mailto:reimbursement@esahq.org) before 18 November 2019.

**I DECLARE THAT**

|  |  |
| --- | --- |
| This is a complete and truthful record of my expenses related to Focus Meeting 2018 in Bulgaria |  |
| I do not have any financial support from my department or industry to cover the travelling cost |  |

**DATE –**

**SIGNED (claimant)**\_- **SIGNED (ESA)**

|  |  |  |
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**COMMENTS**

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