

SETTLEMENT OF TRAVEL EXPENSESⁱ

For (name)

To (place)

Reason

Bank account number

IBAN

SWIFT

CURRENCY

TRAVEL EXPENSES RECEIPT					
Departure		Arrival		Means of transport	Travel expenses
City	Date	City	Date		
TOTAL AMOUNT ⁱⁱ					

I hereby submit this receipt.

Date Click or press to enter the date

(Expert's electronic signature / ID)

ⁱ Non-refundable expenses:

No.	List of basic non-refundable expenses:
1.	meal expense
2.	private expenditure not related to tasks performed to the NCN
3.	registered luggage cost
4.	insurance cost
5.	motorway toll, parking fees, petrol, etc. – if traveling by car
6.	local travel expenses (in particular public transport, taxis)

ⁱⁱ The total travel expenses must not exceed the equivalent of:

700 EUR – if traveling from/to Europe

2,000 USD – if traveling from/to other countries