



**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

AtNo.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 vehicleType:

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:

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:

Gaia Calamanti
Università di Scienze Politiche, della Comunicazione e delle Relazioni Internazionali
Università degli Studi di Macerata
Via Don Minzoni 2, 62100 Macerata (MC) – ITALY

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