



EXPENSE REPORT

REPORTING MONTH: MARCH

NAME: DANIEL ALCALÁ LÓPEZ
PROJECT: SOCIALCON
TRAVEL REQUEST TICKET #:10775

EXPENSE DESCRIPTION (Euros)	TRANSPORT EXPENSES						HOTEL	RESTAUR.	TELEPHONE	OTHERS
	KMS.	EUROS/KM	HIGHWAY / PARKING	TAXI	PLANE	OTHERS				
Personal costs										
25th OHBM Annual Meeting Abstract Submission		0								\$40 USD
25th OHBM Annual Meeting Registration		0								\$430 USD
Flights		0			129.98 €					
Train Termini train station > Fiumicino airport		0				8.00 €				
Bus Loliu airport > Donosti		0				17.00 €				
Meals		0					138.38 €			
Shared costs										
AP-8 toll		0	11.26 €							
Taxi Fiumicino airport > Roma		0		100.00 €						
Hosting 1		0					161.00 €			
Hosting 2		0					66.50 €			
Taxi Hosting > Termini train station		0		16.30 €						
Meals		0					181.85 €			
TOTAL	0	0.00	11.26	116.3	129.98	25	66.50 €	320.23	0	470
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	

TOTAL EXPENSE (1)+.....+(9)
1072.77

CURRENCY
Euros & US Dollars
(especify the currency of the expenses).

NUMBER OF NIGHTS
7

DESCRIPTION OF THE EVENT:start-end date, place
25th Annual Meeting of the Organization of the Human Brain Mapping: June 9-13, 2019; Rome, Italy

DESCRIPTION OF THE TRIP:start-end date, place, itinerary. (For longer stays please specify the reasons):
Departure date: 08/06/2019; Return date: 17/06/2019; By plane (BIO - FCO)

TYPE OF PARTICIPATION: POSTER PRESENTATION, TALK, KEY NOTE LECTURE (Please write down the proceeding reference. Attach a document as a proof of the participation):
Alcalá-López, D., & Soto, D. (June, 2019). Brain representations of social knowledge during mental simulation.
Poster presentation at Human Brain Mapping (2019 OHBM), Rome, Italy.

RELATED REPORTS (Please, especify if you have previously submitted or will submit any other Expense Report in the context of this trip):

Worker Signature

Authorization Signature

NOTE: In case of having an invitation letter or any other official document, please, attach it. It could be helpful for any grant justification.

Already reimbursed

1	Who can apply?
2	Who has to approve the report?
3	Who is the contact person for questions?
4	If I lost the original ticket ...
5	If I travel in my own car, what is the price of Km?
6	How can I fill in the Template, if tickets and invoices are in a currency different from euro (€)?
7	PER DIEM (see the 3rd sheet)
8	What does the Per Diem Include?
9	Which plane tickets are accepted?
10	How should I plan my stay?

and some clarifications

ANSWER

All employees and associated researchers in BCBL.

Your immediate superior leader.

Vanessa Gallardo, the Financial Controller of the BCBL.

It is mandatory to attach the original tickets for the reimbursement. BCBL MUST provide with the original documents in order to receive the money from the different projects.

Price: 0,29 €/Km.

Indicate the currency in the "currency" field. The financial department shall make the currency conversion applying the official rate corresponding to the date of the invoice.

All expenses should be justified by means of tickets (no fixed per diem quantity will be accepted) so as to be reimbursed, as long as they do not exceed the maximum limits fixed by the official publication: Orden EHA/3771/2005 de 2 de diciembre (BOE Nº 289 de 3 de diciembre de 2005) AND Real Decreto 462/2002, de 24 de mayo, sobre indemnizaciones por razón de servicio (BOE Nº 129 de 30 de mayo de 2002).

note!

The Per Diem is the amount of money that you can use for your daily meals, including breakfast, lunch and dinner and any coffee or snack you may take during the day.

*Air travel reimbursement is based on economy class. **Please, do not forget to attach the Boarding Passes to the report!!***

note!

Please note that your flight dates should go from 1 day before to 1 day after the event dates. If you plan to stay longer please take into account that we need you to inform and justify the reason.

note!

List of Countries for the Per Diem (food) a day

COUNTRY	GROUP 2: Senior and Junior Researchers and Postdocs	
	MAX ACCOMODATION	MAX PER DIEM
Spain	65.97 €	37.40 €
Algeria	101.57 €	44.47 €
Andorra	46.88 €	37.86 €
Angola	135.23 €	59.50 €
Argentina	111.19 €	55.29 €
Australia	81.14 €	51.09 €
Austria	95.56 €	58.90 €
Belgium	148.45 €	82.94 €
Bolivia	51.09 €	36.66 €
Bosnia-Herzegovina	72.72 €	49.88 €
Brazil	128.02 €	79.33 €
Bulgaria	53.49 €	37.86 €
Cameroon	88.35 €	48.68 €
Canada	94.36 €	51.69 €
Chile	102.17 €	50.49 €
China	71.52 €	46.28 €
Colombia	123.81 €	78.13 €
Costa Rica	65.51 €	44.47 €
Croatia	72.72 €	49.88 €
Cuba	56.50 €	33.06 €
Czech Republic	101.57 €	43.27 €
Denmark	122.61 €	64.91 €
Dominican Republic	64.31 €	36.66 €
Ecuador	64.91 €	43.27 €
Egypt	91.35 €	39.07 €
El Salvador	66.11 €	43.27 €
Ethiopia	119.60 €	37.86 €
Finland	114.79 €	65.51 €
France	122.61 €	65.51 €
Gabonese Republic	100.37 €	52.89 €
Germany	132.82 €	59.50 €
Ghana	66.71 €	37.26 €

	Greece	69.12 €	39.07 €
	Guatemala	89.55 €	42.67 €
	Haití	45.08 €	37.86 €
Hashemite Kingdom of Jordan		93.16 €	42.67 €
	Honduras	69.72 €	42.07 €
	Hong Kong	121.40 €	51.69 €
	Hungary	115.39 €	46.28 €
	India	99.77 €	38.46 €
	Irak	66.11 €	39.07 €
	Iran	80.54 €	44.47 €
	Ireland	93.16 €	48.08 €
	Israel	92.56 €	56.50 €
	Italy	131.02 €	63.11 €
	Ivory Coast	61.30 €	49.28 €
	Jamaica	76.93 €	46.28 €
	Japan	159.87 €	96.76 €
	Kenia	82.34 €	39.67 €
	Korea	102.17 €	55.29 €
	Kuwait	122.61 €	44.47 €
	Lebanese Republic	115.39 €	34.86 €
	Libya	102.17 €	54.69 €
	Luxembourg	135.83 €	55.89 €
	Malaysia	91.95 €	34.26 €
	Malta	46.28 €	31.85 €
	Mauritania	49.28 €	39.07 €
	Mexico	81.74 €	43.27 €
	Montenegro	98.57 €	49.88 €
	Morocco	99.17 €	39.67 €
	Mozambique	67.31 €	42.67 €
	Netherlands	126.81 €	64.31 €
	New Zeland	65.51 €	40.27 €
	Nicaragua	94.36 €	52.89 €
	Nigeria	117.80 €	46.88 €
	Norway	132.82 €	80.54 €
	Pakistan	58.30 €	37.26 €
	Panama	64.91 €	36.66 €
	Paraguay	45.68 €	33.06 €
	Peru	79.93 €	43.27 €
	Philippines	71.52 €	39.67 €
	Poland	99.77 €	42.67 €
	Portugal	97.36 €	43.87 €
Republic of Equatorial Guinea		87.75 €	50.49 €
	Republic of Indonesia	102.17 €	42.67 €

Romania	126.81 €	38.46 €
Russia	227.78 €	73.32 €
Saudi Arabia	73.92 €	54.09 €
Senegal	67.91 €	45.08 €
Serbia	98.57 €	49.88 €
Singapore	85.34 €	48.08 €
Slovakia	75.73 €	43.27 €
South Africa	64.31 €	48.08 €
Sweden	147.25 €	75.13 €
Switzerland	148.45 €	61.30 €
Syrian Arab Republic	83.54 €	46.28 €
Taiwan	81.74 €	48.68 €
Tanzania	76.93 €	30.05 €
Thailand	69.12 €	39.07 €
Tunisia	51.69 €	46.28 €
Turkey	61.30 €	39.07 €
United Arab Emirates	101.57 €	56.50 €
United Kingdom	156.86 €	82.94 €
United States of America	143.04 €	69.72 €
Uruguay	57.70 €	41.47 €
Venezuela	78.13 €	36.06 €
Yemeni Republic	132.82 €	43.27 €
Zaire and Congo	101.57 €	54.09 €
Zimbabwe	76.93 €	39.07 €
Rest of the world	108.78 €	40.87 €

nd accomodation per

GROUP 3: PhD students and Internships	
MAX ACCOMODATION	MAX PER DIEM
48.92 €	28.21 €
89.55 €	42.07 €
41.47 €	34.86 €
119.00 €	55.89 €
97.96 €	50.49 €
71.52 €	48.08 €
84.74 €	55.29 €
131.02 €	78.73 €
45.08 €	33.66 €
64.31 €	45.68 €
112.99 €	74.53 €
46.88 €	35.46 €
77.53 €	45.68 €
82.94 €	48.68 €
90.15 €	46.88 €
63.11 €	43.27 €
109.38 €	73.32 €
57.70 €	40.87 €
64.31 €	45.68 €
49.88 €	29.45 €
89.55 €	40.87 €
108.18 €	62.51 €
56.50 €	34.26 €
57.10 €	39.67 €
80.54 €	36.66 €
58.30 €	39.67 €
105.18 €	34.86 €
100.97 €	62.51 €
108.18 €	61.90 €
88.35 €	49.28 €
117.20 €	56.50 €
58.90 €	34.26 €

61.30 €	36.66 €
79.33 €	39.67 €
39.67 €	34.26 €
82.34 €	39.67 €
61.30 €	38.46 €
106.98 €	48.68 €
101.57 €	42.67 €
88.35 €	36.06 €
58.30 €	36.66 €
70.92 €	40.87 €
82.34 €	44.47 €
81.74 €	52.29 €
115.39 €	59.50 €
54.09 €	46.28 €
67.91 €	43.87 €
140.64 €	92.56 €
72.72 €	36.66 €
90.15 €	52.89 €
108.18 €	41.47 €
101.57 €	33.06 €
90.15 €	51.69 €
119.60 €	53.49 €
81.14 €	31.25 €
40.87 €	28.25 €
43.27 €	36.06 €
72.12 €	39.07 €
86.55 €	45.68 €
87.75 €	36.06 €
59.50 €	40.27 €
111.79 €	61.90 €
57.70 €	37.26 €
82.94 €	48.08 €
103.98 €	43.87 €
117.20 €	76.93 €
51.69 €	34.86 €
57.10 €	33.66 €
40.27 €	30.05 €
70.32 €	39.07 €
63.11 €	36.66 €
88.35 €	39.67 €
85.94 €	41.47 €
77.53 €	47.48 €
90.15 €	39.67 €

111.79 €	35.46 €
200.74 €	68.52 €
64.91 €	50.49 €
59.50 €	42.07 €
86.55 €	45.68 €
75.13 €	45.08 €
66.71 €	40.87 €
56.50 €	43.87 €
129.82 €	69.72 €
131.02 €	57.70 €
73.92 €	43.87 €
72.12 €	45.68 €
67.91 €	26.44 €
61.30 €	36.66 €
45.68 €	42.07 €
54.09 €	36.06 €
89.55 €	52.89 €
138.23 €	79.33 €
126.21 €	66.11 €
50.49 €	37.86 €
68.52 €	33.66 €
117.20 €	40.27 €
89.55 €	51.69 €
67.91 €	36.06 €
95.56 €	37.26 €