CHECK REQUEST

(Only for members of UCL)

Document to be transmitted to ADFI or to CLC with a payment sticker

Information concerning the person making the request (capital letters please)

Name, First name : PHAM, Hoang Son

Home address : Route du LongChamp 34, 1348 Louvain La Neuve

Bank account to which the payment is to be made : PHAM Hoang Son

IBAN : BE94 3770 9403 9214

SWIFT/BIC : BBRUBEBB

Account holder and address if different from person making this request :

Sales receipt #	Reason for and details of the request	Currency	Exchange rate	Amount in local currency	Amount EUR
1	Meeting at VUB on 12/10/2018, train from LLN to VUB (Pleinlaan 2, 1050 Brussel)				5.50
2	Meeting at VUB on 17/10/2018, train from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
3	Meeting at VUB on 31/10/2018, train from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
4	Meeting at VUB on 09/01/2019, train from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
5	Meeting at VUB on 11/01/2019, train from LLN to RainCode (Rue de la Caserne 45, 1000 Burussel)				11.00
If necessary, use attachments or several forms. State the number of attachments.				**TOTAL**	49.50

Person making the request

I attest that these expenses have not been the object of another refund nor part of a lump sum.

Date and signature

Supervisor (or another account holder)

Name and First name

Date and signature

Summary	Quantity	Unit	Lump sum (EUR)	Total (EUR)
Stay (Per Diem) - forbidden unless required by funding source		Days	0.3573	
Travel with private transport		Kms		
Sum of sales receipts				
			TOTAL	

Compte	EN MAJUSCULES LISIBLES	Elément OTP
.	.	—
Devise €	Montant	Date / /
Signature titulaire ou délégué		Tél
Nom		

To be completed only if a sum has been advanced

Amount advanced
Internal account -

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Balance to be paid -

Be careful not to overload this document