

# 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 on 15/02/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
2	Meeting on 28/02/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
3	Meeting on 28/03/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
4	Meeting on 20/04/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
5	Meeting on 26/04/2018, from LLN to RainCode (Rue de la Caserne 45, 1000 Burussel)				11.00
6	Meeting on 04/06/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
7	Meeting on 28/06/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
8	Meeting on 20/07/2018, from LLN to VUB (Pleinlaan 2, 1050 Brussel)				11.00
9	Meeting on 23/08/2018, 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**

**99.00**

## 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

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**

<b>Compte</b> EN MAJUSCULES LISIBLES		<b>Elément OTP</b>	
Devise €	Montant	Date / /	Tél
Signature titulaire ou délégué		Nom	

To be completed only if a sum has been advanced

Amount advanced	
Internal account	
-----	
<b>Balance to be paid</b>	

Be careful not to overload this document