**Expense claim for PROSECCO Code Camp participation**

Dear sir/madam,

The PROSECCO project is an international EC-funded coordination action in the area of Computational Creativity, coordinated by its main partner, UCD, via its scientific coordinator Tony Veale in UCD’s school of computer science.

My name is **JarJar Binks**, and I am a student at the **University of Naboo at Theed**. I was a participant at the second international PROSECCO code-camp in Computational Creativity, held in Antwerp from April 6-8 inclusive. Participants such as myself were offered a PROSECCO scholarship to defray the costs of participation, payable on presentation of receipted expenses, up to a limit of 750 euros. The UCD coordinator Tony Veale ([Tony.Veale@UCD.ie](mailto:Tony.Veale@UCD.ie)) can answer any questions you may have about this scholarship.

This cover letter presents my receipted expenses; I also attach a non-staff payment form that contains my bank details. The receipts for my expenses (flight stubs, train tickets, meal expenses, hotel costs, etc.) are attached (**pasted to the following pages**).

**Flights** (from Theed to Brussels, April 5th to April 8th , 2016): X euros (see attached e-tickets, boarding passes)

**Train**: from Brussels airport to Antwerp central station, April 5th, Y euros; from Antwerp central to Brussels airport, April 5th, Z euros

**Hotel**: 3 nights at the Fleabag Hilton, April 5th to April 7th, A euros.

Taxis: to hotel, April 5th, B euros

To train station, April 8th, C euros

**Meal expenses**: April 5th, evening, D euros; April 8th, evening, E euros

**Total claim** = **X + Y + Z + A + B + C + D+ E = XYZABCDE euros**

Signed: Jar-Jar Binks, April 11th, 2016

**How to fill out the Non-staff payment form:**

You are the payee, so fill out and sign the form accordingly. Provide your name, your address, and date the form. Also provide your email address and contact phone number. You can ignore the VAT number and PPS number (unless, for the latter, you are an Irish citizen with an Irish PPS number).

Fill out the total amount in the appropriate slot, ensuring that it is not greater than 750 euros (or else the form will be void).

Also provide your bank details so that payment can be made directly to you.

Sign the form, but do not sign the Authorizer slot, that is for Tony Veale to sign.

Also, do not fill any of the boxes related to project codes or research accounts (once again, Tony will do that).

**IMPORTANT**:

Be sure to paste up your receipts on A4 pages, attached to your printed cover letter. DO NOT send me loose receipts as these easily get lost, and I do not want to have to paste them up for you. Put a staple through everything (connecting your cover letter to your signed form to your pasted-up receipts). In short, if you follow these instructions to the letter, your reimbursement will be made expeditiously.