REIMBURSMENT FORM FOR TRAVEL AND RECEPTION EXPENSES

This frame must be filled before any travel or reception arrangement

Name: .....

Destination: .....

Purpose of the travel: .....

Dates of the event: .....

To be filled by the responsible

Fund: .....

Funding approved by (visa): .....

Remarks: .....

.....

The part below must be filled after the travel or the reception

Departure date and hour: ……../……..../…….. hour: ……

Return date and hour: ……../……..../…….. hour: ……

Number of days for non-professional purpose: ……

accompanied by: .....

TRAVEL	currency	amount	amount in chf (if known)	
Transport (to be reimbursed):	.....	.....	.....	@
Hotel:	.....	.....	.....	
Meals: fixed rate (mandatory for FNRS):	..... x 25 chf		.....	
Meals: actual price (mandatory for DIP):	.....	.....	.....	#
Taxis:	.....	.....	.....	
Car rental/fuel:	.....	.....	.....	
Bus/train/underground:	.....	.....	.....	
Conference registration fee:	.....	.....	.....	
Conference banquet included in the fee.		YES ☐ NO ☐		
Other expenses (give detail):				
.....	.....	.....	.....	

RECEPTION

For reception expenses at the ISDC please ask for the rules and indicate:

Numbers of internal collaborators: .....

Names of the visitors: .....

.....

Conversion rate if known (please add the receipt) .....

Martine Logossou

@ In case you book by yourself your flight ticket please add the confirmation mentioning the amount which will be charged.All boarding passes and tickets must be provided.

Only meal expenses confirmed by a receipt will be reimbursed up to a maximum of CHF 40.-, except for conference banquets where full cost is reimbursed.