



EFN EXECUTIVE COMMITTEE EXPENSES CLAIM FORM

SURNAME: **FIRST NAME:**

ADDRESS:

POST CODE: **TOWN:** **COUNTRY:**

EFN MEETINGS									
DATE	TRAVEL TO	MEALS	TRAVEL					OTHER EXPENSES	
DD/MM/YYYY	-	-	Plane/Train	Car km	Car 0,4269€	Taxi	Parking	Miscellaneous	Gifts
<i>Example how to fulfil this form:</i>									
30/01/2023	Brussels	15€ - Lunch at Airport	110€ - Plane from London to Brussels	-	-	40€ - Taxi from Airport to hotel	-	-	-
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
.../.../...		...€	...€	...km	...€	...€	...€	...€	...€
	TOTAL	...€	...€	...km	...€	...€	...€	...€	...€

!! All expenses reporting need to be in EURO !!

TOTAL €

BANK DETAILS:

Account Name:	Bank (Name & Address):
Account Number:	IBAN:
	BIC:

Date: .../.../...	Observations and details

This document has to be returned to the EFN Brussels Office no later than two months after the EFN Executive Committee meeting took place. The original invoices must be enclosed to this document.