



## Reimbursement Information (Please read carefully)

Dear Speaker,

For organisational reasons we kindly ask you to **pay the hotel before leaving**. Your expenses will be reimbursed to you after the event, upon receipt of your claim. To ensure a quick and smooth reimbursement of your travel costs we ask you to complete the enclosed form and to observe the following:

- Please send us your **original flight ticket stub**, possibly with the corresponding invoice, and the receipts of the taxis/tube from/to the airports.
- Send us your **original hotel bill**. Please note that we reimburse only breakfast and overnight costs (a maximum of two nights depending on flight connections) for only one person (not mini-bar, telephone, etc.). **Please make sure that EABH e.V. is mentioned on the bill as the invoicee, otherwise the bill will not be reimbursable.**
- In order to ensure a quick reimbursement, we require a **print-out of the following bank details provided from your bank** (to be found on your bank account statement or online banking site).



## Travel Cost Reimbursement – Claim Form

*(To be printed out and sent to EABH along with original bills and receipts)*

Name of Issuer\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Name of Event\*: \_\_\_\_\_

Only the expenses that can be confirmed by **original bills and receipts** will be reimbursed. When sending them to *EABH*, please **number them** as indicated below):

Receipt Nr.	Type of Expense (Flight, Hotel, Taxi etc.)	Amount	Currency	Exchange rate	€ Amount
Advanced by <i>EABH</i> :					
Amount to be paid:					

Date:

Signature:

In order to ensure a quick reimbursement, we require a **print-out of the following bank details provided from your bank** (to be found on your bank account statement or online banking site).

**Bank details for Andorra, Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, “the former Yugoslav Republic of Macedonia”, Turkey, United Kingdom**

Name of account holder\*:

IBAN\*:

BIC\*:

### Bank details for other countries

Name and full address of account holder\*:

SWIFT / BIC Number\*:

either IBAN Nr. \*:

or Account Nr. \* and Bank Code\*:

Name and full address of bank\*:

*EABH OFFICE*

Date:

*EABH Authorization:*

*Project Nr.:*