



INTERNATIONAL UNION OF RADIO SCIENCE

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I,....., have carefully read and agree with the URSI travel rules (overleaf). I claim from URSI, the following expenses, wholly incurred by my attendance at the following meeting :

Title of meeting :

Place of meeting :

Dates of attendance at meeting :

TRAVEL

(1) From to
by air / sea / rail / road, single / return
(delete inapplicable, **enclose ticket stub or receipt**)
Price of ticket :

(2) Local transportation (train, bus, taxi fares between
airport or station and home or destination)
(**enclose ticket stub or receipt**)
Total local transportation cost :

(3) Travel insurance (**enclose receipt**) :
Airport charges :
Other (please detail) :
.....

Total travel expenses :

METHOD OF PAYMENT

Please transfer the above amount in (specify currency)
to account No :
Name of account holder :
Full address of account holder :
.....
Name of bank :
Full address of bank :
.....

TRAVEL RULES

Travel is permissible at the following rates :

- 1) Rail : ordinary first class rate with sleeper for overnight trips;
- 2) Air : APEX or equivalent air fare ;
- 3) Sea : at a rate not exceeding tourist class air fare;
- 4) Road : 30 cents per kilometre, if no convenient rail/air connections are available.

For items 1 to 3 reimbursement is only possible with appropriate receipts.

While travelling to and fro meetings, reimbursement shall be made upon production of relevant vouchers :

- a) of travel insurance expenses up to a maximum cover of \$100,000 per journey;
- b) of medical insurance up to a maximum cover of \$10,000 per journey.

Full payment of travel expenses to URSI meetings can only be made if a person attends the entire meeting. Exceptions are only possible with the prior approval of the Secretary General.