**URSI Travel Expenses – Claim Form
(fill in fields highlighted in yellow)**

I, **………………………………………………………………………….…….** , have carefully read and agree with the URSI travel rules (page 4). 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:**

**Specify Home Currency: ……………………… (to be completed)**

**Meeting Currency:**

**METHOD OF PAYMENT**

I request that the amount be transferred in **…………… (home currency)** to the following account:

|  |  |
| --- | --- |
| **Name of account holder:**  |  |
| **Full address of account holder:**  |  |
| **Account number:**  |  |
| **IBAN :**  |  |
| **BIC/SWIFT:**  |  |
| **Sort Code:**  |  |
| **Routing number:** |  |
| **BANK Name:** |  |

|  |  |
| --- | --- |
| **Date:**  | **Signature:** |

**Details of the expenses**

# TRAVEL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mode of Transport** | **Date** | **Routing** | **amount** | **Currency used** |
| **Air (return)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Car (return) at 41,7 Eurocent per km** |  | km |  |  |
| **Taxis** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Coach and Train** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Travel Insurance** |  |  |  |  |
| **Parking** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |  |

# SUBSISTENCE

|  |  |  |
| --- | --- | --- |
| **Number of nights on site** | **Daily rate** | **Total Claimed in Euro** |
|  | Set at € …. (per full day, including hotel expenses) | €  |

# OTHER COSTS (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **amount** | **Currency used** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLAIM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Based on mid-market conversion rate of (date)** |  | **currency** |  | **value in home currency** | **Applies to** |
|  | **1** | **Euro** | **=** |  | **Euro** |

|  |  |  |
| --- | --- | --- |
| **Totals** | **Total per currency** | **Total in Home Currency (using conversion rates indicated above)** |
| Total of expenses paid in meeting currency |  |  |
| Total of expenses paid in home currency |  |  |
| Total of expenses paid in euro |  |  |
| **Grand Total** |  |  |

**Travel rules**

Travel is permissible at the following rates:

1) Rail: ordinary/second/standard class with sleeper for overnight trips at a price not exceeding tourist class air fare;

2) Air: APEX or equivalent air fare;

3) Sea: at a price not exceeding tourist class air fare;

4) Road: 41,7 Eurocents 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 from meetings, reimbursement shall be made upon production of relevant vouchers:

a) for travel insurance expenses up to a maximum cover of $100,000 per journey;

b) for 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.**