

# TRAVEL REIMBURSEMENT FORM

For participants invited by SEA - Science and Education Agency  
and by International Laser Centre for:

Laserlab Europe User Community Training, Bratislava,  
Slovakia, 04-07 July 2011

SEA - Science and Education Agency  
FMFI UK MLYNSKA DOLINA  
842 48 BRATISLAVA  
SLOVAKIA

Please complete form and send to SEA  
with **original** receipts attached not later  
than 30 days after your journey (Must be  
delivered before 7<sup>th</sup> of August 2011)

Reimbursement requests which  
arrive later will be rejected.

Personal Data	
Name and surname:	
E-mail:	
Phone number: (for questions)	
Institute / Company:	
Address: (Street and No., Zip, City, Country)	

Payment Data	
Method of payment:	Only wire transfer
Required bank details for Slovak participants: <small>*(Will be filled only by participants from Slovakia)</small>	
Bank account/bank code:	
Required bank details for foreigners: <small>*(Will be filled only by non Slovak participants)</small>	
Bank name and address:	
Name of account holder/beneficiary:	
BIC/SWIFT:	
IBAN:	

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Laserlab Europe User Community Training, Bratislava, Slovakia, 04-07 July 2011

Travel Data		
Name (Title First Name Surname)		
Travel dates	Arrival:	Departure:
Travel route *	from:	to:
Travel route *( if necessary)	from:	to:

\* as travel route please follow only your travel tickets

Travel Expenses					
RECEIPT NUMBER	Description (please number and attach your receipts) :	Cur- rency	Amount	Rate Filled by SEA	EUR Filled by SEA
1					
2					
3					
4					
5					
6					
7					
<b>TOTAL AMOUNT</b>					

Please attach your **original** receipts/invoices. If for flights only electronical documents are available please attach prints of these documents and your **original** boarding cards as proof of travelling. If these **original** documents are missing, reimbursement is not possible.

I certify that the expenses are declared accurately and that I am not claiming reimbursement from other sources for these expenses.

I understand that SEA will arrange only one bank transfer.

All travelling charges connected with the workshop will be paid not later than 30 days after getting all required and correct documents for the reimbursement.

If you have any questions do not hesitate to contact Mrs. Maria Jantolakova: [jantolakova@avv.sk](mailto:jantolakova@avv.sk), mobile: +421 905 875 280

**Please return your form with all receipts (invoices, documents) to :**

**SEA - Science and Education Agency  
MARIA JANTOLAKOVA  
FMFI UK MLYNSKA DOLINA  
842 48 BRATISLAVA  
SLOVAKIA**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature