**#WH EVENT Travel Claim**

**To send back (in Word format!) between May 23 and June 24, 2022**

**with all electronic receipts of the expenses attached in the e-mail to:**

[**vr4france@hotmail.com**](mailto:vr4france@hotmail.com)

**BANK DETAILS OF THE PERSON THAT WILL BENEFIT OF THE REIMBURSEMENT**

**Bank domiciliation**:

**Account owner**:

**Address of the account owner:**

**IBAN** (international bank account number): 27 characters:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**BIC** (bank identification code): 8 characters:

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Or **SWIFT** code: 11 characters:

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***For reimbursement in US$:***

**ABA** (American bankers association): 9 characters:

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**Account number**: maximum 17 characters:

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**DETAILS OF THE PERSON(S) INVOLVED ON THE TRAVEL CLAIM**

**NAME & Surname** of each person *(use one box per person)*:

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**DETAILS OF EXPENSES CLAIMED**

*Example:*

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| --- | --- | --- |
| **Date & type of expense** | **Person(s) involved / Detail** | **Amount (€)** |
| 15/03/2022 airplane ticket | NAME(S) & Surname(s) / receipt Airline | 342,10 |
| 12/05/2022 train ticket | NAME(S) & Surname(s) / receipt Train | 75,21 |
| 18/05/2022 bus ticket | NAME(S) & Surname(s) / receipt Bus | 123,00 |
| 18/05/2022 travel by own car/bus | NAME(S) & Surname(s) / Madrid > Hotel: 1.104km x 0,4€ | 441,60 |
| 21/05/2022 travel by own car/bus | NAME(S) & Surname(s) / Hotel > Madrid: 1.104km x 0,4€ | 441,60 |
| 14/04/2022 other | Explain… + receipt | 32,45 |
| 17/05/2022 other | Explain… + receipt | 154,00 |

Date: 26/06/2022 / TOTAL: 1.609,96 €

*(Add lines if necessary)*

|  |  |  |
| --- | --- | --- |
| **Date & type of expense** | **Person(s) involved / Detail** | **Amount (€)** |
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Date: XX/XX/2022 / TOTAL: €

**TOTAL AMOUNT REIMBURSED: € *(organization portion – do not fill it)***