Reimbursement form

To be filled in by ELIA staff:

Approval ELIA:
ELIA Projectcode:
/Ledger nr

(note that cost for local transport, meals outside of meetings and any travel fees except for APEX and low cost airlines may not be reimbursed)

Bank data

Bank account number: _____

Name of the bank: _____

Address of the bank: _____

IBAN code: _____

SWIFT/BIC code: _____

Account holder

Name	Address	Postal code	City	Country

Phone	Fax	E-mail

Institution

Name	Address	Postal code	City	Country

Phone	Fax	E-mail

Reimbursement

Please make sure to attach original receipts in order to be reimbursed.

Reason (meeting etc.)	Place	Date

Item	Amount in original curency	Exchange rate	Amount in €

Total amount _____

Please Note: **For transfers outside of the Netherlands you must provide sufficient bank information!** The European banks have made new agreements which should speed up international transfers but to do this they now insist on having the following information:
We need to know the Account number, Your address, your bank's address, the national bankcode and the bank's SWIFT or BIC address.
Insufficient information will result in more bank charges and may cause delays or even make it impossible to effect a transfer to you.

Date Signature