Travel Expense Claim

External

|  |  |
| --- | --- |
| **To:** | **By:** |
| Research Center SAFE  Ms. Birgit Pässler  House of Finance, Goethe University Frankfurt  Theodor-W.-Adorno-Platz 3, HPF H5  60323 Frankfurt am Main, Germany | Name:  Private Address: |

Subject/Date: Subject/Date: CEPR Macroeconomics and Growth Programme Meeting, 2-3 November 2017

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Currency:** | **Amount:** |
| Airfare: |  |  |  |
|  |  |  |  |
| Train: |  |  |  |
|  |  |  |  |
| Taxi: |  |  |  |
|  |  |  |  |
| Living Expenses | Per receipts |  |  |
|  |  |  |  |
| Accommodation: |  |  |  |
| Total | Will be filled by administration |  |  |

**Please make sure you have enclosed the necessary original receipts (e.g. COUPONS of your BOARDING CARDS, stamped train tickets, taxi receipts, etc.)**

**Account holder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EU/EEA countries:** IBAN **and** Swift/BIC Code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Countries:** Account number **plus preferably** Swift Code **or** National Bank Code (USA =   
ABA-Code):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **and:** Address of the bank (City, Zipcode, Street):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare that the above expenses were incurred entirely related to the Research Center SAFE, and that these expenses have not otherwise been reimbursed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Place, Date) (Signature)