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| **Title of event** | **Global Value Chains Conference** |  |
| **Date of event** | **22nd & 23rd September 2016** |  |
| Your details | | |
| Last name: |  |  |
| First name: |  | Please do not write above this line |
| Home address (in full) |  | |
| Email address: |  | |

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| Bank details | | | | | |
| Account in the name of |  | | | | |
| Name of bank: |  | | | | |
| Address of bank: |  | | | | |
| Account no. |  | | | | |
| Swift BIC code: |  | | | | |
| IBAN number: |  | | | | |
| Description of expense (please attach a separate sheet if more space is needed and summarise here) | | Amount if CHF | Name of other currency | Amount in other currency | Equivalent in CHF (please leave this column blank) |
|  | |  |  |  |  |
|  | |  |  |  |  |
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|  | |  |  |  |  |
| Total in CHF (please leave this row blank) | |  |  |  |  |

*I confirm that I have incurred the above expenses wholly and exclusively in the course of attending the above event, and that I am not claiming reimbursement of the same funds from any other sources.*

|  |  |
| --- | --- |
| Date: | Signature of claimant |

**INSTRUCTIONS for using the CTEI expense claim form**:

1. Please complete this form, including details of amounts claimed (please specify amounts in original currency – the equivalent in Swiss Francs will be calculated by our Accounts Dept) and the relevant bank account.
2. Please provide the **complete postal addresses** for yourself and the bank. This is needed to make the bank transfer. Please type or write clearly.
3. Please stick the **original receipts** onto pieces of A4 paper, including original taxi receipts and proof of travel if possible, eg boarding pass. **Please refrain from using staple**s.
4. Print out and sign the form.
5. Return the completed form, duly signed, together with receipts **by** **post**, to

Dr Theresa Carpenter

Executive Director, Centre for Trade and Economic Integration

The Graduate Institute of International and Development Studies

Maison de la Paix

Chemin Eugène Rigot 2

CH 1211 Genève 11

Switzerland

1. You are advised to keep a copy of your claim and receipts until the monies have been received.
2. The Accounts Dept is able to process quickly claims that are legible, complete and include all receipts.
3. Scanned copies of this form or of receipts are not accepted (unless the originals have been lost in the post).