

# FEI TRAVEL EXPENSE CLAIM and REIMBURSEMENT FORM



**NAME**  **Meeting Date**

**ADDRESS**

**MEETING**

**1. TRANSPORT EXPENSES**

<b>Local Currency</b>	<b>CHF</b>
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Airplane: - To be reserved by ATP Travel - will be billed directly to FEI

Private Car - From:  Home To:

Total klm  at CHF 0.75/klm

Other transport (specify)

**2. ACCOMMODATION EXPENSES**

Specify

**3. OTHER COSTS**

Specify

Specify

Specify

**4. TOTAL TRAVEL EXPENSES TO BE REIMBURSED** (EUR)

**5. BANK TRANSFER DETAILS** (if not already communicated)

Your Bank Name

Bank Address

Account Number  IBAN N°

Account Holder/Beneficiary

Please return this report with supporting documentation within 30 days.  
Enter either the local currency or CHF depending upon the invoice.  
Please include your IBAN bank transfer number to facilitate the transfer.

ACCOUNT	CODE	FX	AMOUNT