

## Services publics européens et internationaux

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## **MISSION EXPENSES STATEMENT**

FULL NAME :	
Organisation :	
Mission location and purpose :	
Approved by :	
Date and time of departure/return:	
Method of transport used :	
* Air/ train fare(*)	=
or * Mileage (car) (see rules overleaf):	km x 0.35 € =
* Per diem allowances (see rules overleaf):	€ =
* Other exceptional expenses :	=
	=
To be deducted :  * Meals paid for by other persons :	x 40,.00 € = -
* Advance payments already made:	=-
TOTAL:	=
Reimbursement requested by :  * Bank transfer to a/c n ( <u>IBAN code</u> )°:	
Date :	Certified as genuine, The official sent on mission,

(\*) Attach supporting documents