

## 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 (**IBAN code**)<sup>o</sup>: \_\_\_\_\_

Date : \_\_\_\_\_

Certified as genuine,  
The official sent on mission,

(\*) Attach supporting documents