REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FOR CORE MEMBERS

Name:

Title, place and dates of the meeting:

Period of actual attendance:

Expenses
   Registration:
   Lodging:
   Travel:
   Total:

Title of the paper to be presented:

Did you apply to obtain other financial support:

Additional relevant information:

Date of request & Signature

Signature of your promotor:

The following rules with respect to reimbursement of travel expenses are recalled.

1. The reimbursement should not be greater than the actual expenses to be paid.

2. The CORE member have to try to use other than CORE sources for financing the trip.

3. Grants from other sources will be deducted from the total amount to be reimbursed.

4. The number of meetings for which reimbursement can be asked should not exceed an average of two per year.

5. The cost to be borne by CORE should fit within the CORE budget for travel costs. (No meals and no per diem allowed)

6. To be eligible for reimbursement, the CORE member should use the present form to introduce his request via Francisco Santana Ferra at least 3 months before the event with copy to Catherine Germain after approval. (This is not an expense note!)

For agreement, documents to give:
Francisco Santana Ferra ARC
Date FNRS
Signature ERC