

Reimbursement conditions

In order to help you with the reimbursement, we would like to draw your attention to the following instructions.

Only the **original documents** are accepted. These are:

Invoice of the flight ticket/s

Boarding cards (Outbound/Inbound)

Transportation tickets (train, bus, underground)

Flight fare

The Commission recommends to choose, whenever possible, direct flights and cheap fares (I.g. Economy class, Pex/Apex fares, low cost, etc.), so please book your tickets well in advance to obtain the most suitable flight at the cheapest fare.

The ticket and the relevant invoice must clearly indicate the name of the passenger, the flight dates, destination and total price, including both the ticket price and the taxes.

Accommodation:

Room, breakfast and meals will be taken in charge directly by the organisers. All other expenses will be at the participant's charge.

All the correct and complete supporting documents **in original** should be returned to the organizers **within 1 month** from the date of the meeting. After this deadline, we will not be able to reimburse your expenses.

Please note that, in the absence of one of the above-mentioned documents and relating information, the reimbursement procedure will be suspended.

Should you still need any information on the reimbursement procedure, please feel free to contact:

conferenceroma2013@gmail.com; +39 06 49205327; +39 346 36 32194

Forms must be sent by mail to:

Salvatore Marra
c/o CGIL Roma e Lazio
via Buonarroti 51 - secondo piano
00185 Rome - Italy

REIMBURSEMENT FORM

C. Re. a. T. E. S. - Capital Regions and Twenty20 European Strategy

06 November 2013 – Copenhagen (Denmark)

Details

Name:
Organisation:
Address:
Tel: Fax:
e-mail:

Address for reimbursement (if different)

Organisation:
Address:

Arrival date:

Departure date:

Bank account details

IBAN Account Number:

Account Holder:

Bank Name:

Bank Address:

BIC/SWIFT CODE:

TRAVEL COSTS TO BE REIMBURSED (national currency:_____)
Original flight/train tickets (including boarding cards) must be attached to this form

Flight:

Local transportation (airport trains, bus):

Other:

TOTAL TRAVEL COSTS:

Signature:

Date:

With the support of the European Commission



Avec le soutien de la Commission Européenne