



**TRAVEL, ACCOMMODATION AND SUBSISTENCE EXPENSES
 REIMBURSEMENT REQUEST**

DOCUMENTS DETAILS & COSTS (Please report here 100% of your costs)		
Travel	Plane	EUR
	Train	EUR
	Bus	EUR
	Car	EUR
	The journey from my home town to Brussels by car is _____ km, ONE WAY . Mention people travelling with you: 1. _____ 2. _____	
TOTAL TRAVEL COSTS		EUR
Hotel	Total number of hotel nights :	EUR
Subsistence (Coffee, restaurant, etc.)		EUR
Other (Taxi, etc.)	Please specify:	EUR
TOTAL COSTS		EUR

FULL NAME	
Address, post-code, town and country	
E-mail	
Telephone	
Name of bank	
Address	
IBAN	
BIC	

Please note that reimbursement will only be given on the basis of original tickets and receipts. If travelling by plane, please include your ticket as well as your boarding pass; if travelling by car, please include your petrol tickets.

Have you included? Receipt – proofs of payment Tickets/Boarding cards

Send this form plus expense form and all proofs of purchase to:

Mana Livardjani
 Director Union of European Federalists
 Square de Meeûs 25
 B-1000 Brussels

Please note that reimbursements will unfortunately take time and can only be given on the basis of the original tickets and invoices. **Deadline for the submission of reimbursement requests is 15.05.2015**

Date, place:

Signature:



DONATION FORM

I, the undersigned, (NAME SURNAME)
would like to participate in the action of the UEF by donating the following amount:

- € 20
- € 50
- € 100
- € 200
- € 500
- € 1.000
- Other amount: €

I will transfer the donation to the UEF account

IBAN: BE69 2100 3760 9578

Fortis Bank, Agence 'Euro', Rue Wiertz 60 D3, B-1047 Brussels/European Parliament

OR

I hereby agree that my donation can be deduced from the reimbursement of travel, accommodation and subsistence expenses owed to me by UEF as a result of UEF activities I took part in.

Date

Signature