**Reimbursement of Travel Expenses from FMS / European Forum**

In order to make a refund, a reimbursement form must be fully completed with all the required details**.** When possible, we ask you to fill out the form on a computer to avoid mistakes and make it much easier to read.

Please hand in your reimbursement form **within one month after the end of the event**, otherwise the reimbursement cannot be made.

All expenses must be justified by **all** the following documents **altogether in one file** in order to receive the reimbursement:

1. Fully completed reimbursement form
2. Original bills, tickets, receipts etc, clearly showing the expense, the amount and the currency

When changing local currencies to EUR (€), **please use the currency exchange rates that were in place at the time of the expense.**

If you are booking your own travel, please note that FMS/EFDS will only cover economy flights and 2nd class train tickets and only hand-luggage will be reimbursed.

Please find the reimbursement form below.

If you have any questions or remarks, please do not hesitate to contact us.

**Reimbursement Details**

Event:

Date:

|  |  |
| --- | --- |
| Name & Surname |  |
| Mobile Phone |  |
| Address |  |
| Name & Address of the Bank |  |
| IBAN  (international Bank account number) |  |
| SWIFT /*BIC* |  |
| Details of travel expenses (in €) to be reimbursed |  |
| Total in €: |  |

Date & signature:

**Add receipts / invoices here:**