



REIMBURSEMENT FORM

ESSR supported Outreach Programmes

The ESSR will support 2 programmes organised each year. The grant will be used to cover the ESSR speakers' travel expenses (economy class air fare, travel to and from airport, airport parking, visa applications, etc.) and costs for hotel accommodation (up to 3 nights).

Outreach Programme: _____

Course Dates: _____

Course Venue: _____

We kindly ask you to use this form for your reimbursement request. Please indicate your name, the amount as well as your bank details, in particular the IBAN and BIC codes, and kindly **enclose all original invoices**. Please note that the ESSR Office will only provide reimbursement up to the maximum amounts as agreed with the course organisers. Kindly note that reimbursement forms returned later than **8 weeks after the course** date may not be considered.

Please email or fax your reimbursement form to

ESSR Office
Am Gestade 1
1010 Vienna, Austria
Tel: +43 1 5334064-906
office@essr.org

First name: _____ Last name: _____

Name of the Bank: _____

IBAN (Int. Bank Account Number): _____

BIC (Bank Identifier Code): _____

Address of the Bank: _____

Amount in EURO: _____

Note: Course organisers are asked to define a maximum amount per ESSR speaker.

Date: _____

Signature: _____