**Quality of Life Group (QLG) Reimbursement Form***(please send this form and scanned copies of receipts and supporting documents as a singled pdf file to: kataylor@uni-mainz.de.)*

|  |
| --- |
| **Name:** Name |
| **For trip to:** Where did you go? |
| **Purpose of trip:** Why did you go? |
| **Inclusive dates:**  From when to when did you go? |
| **Why are these expenses reimbursable by the EORTC? Select one option.**  per-participant payments (QLG spring and fall meetings only):  Enter grant number  executive expense:  liaison expense:  covered by a meeting travel grant:  if you were an invited speaker, tick here:  other:  Please explain |

|  |  |
| --- | --- |
| **Account details**  Name & home address of account holder: | Name and home address. |
| International Bank Account Number (IBAN): | IBAN |
| SWIFT code/BIC number: | SWIFT code / BIC number |

**Expenses Details**

(Please list each expense separately. For example, a taxi and a train trip would each have a line under ‘Transportation’.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of expense** | **Dates and description** | **Receipt enclosed?** | **Bank/ statement enclosed?** | **Amount**  **(indicate currency)\*** |
| **Accomo-**  **dation** |  |  |  |  |
| **Transport** |  |  |  |  |
| **Meals** |  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |

**Total requested:**  total

\* If you have expenses in a currency different than your bank account currency, **indicate the amounts that were taken from your account** and be sure to include a bank statement showing the transaction.

Signature: ……………………………………………….. Date: Date

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**To be filled out the by the Quality of Life Group Treasurer:**

Total amount approved Other amount approved: ………………………

Treasurer’s signature: …….……………………… Forwarded to accounting on: ……………………