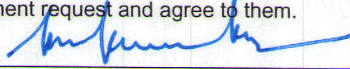


TRAVEL REIMBURSEMENT REQUEST

COST Office, 149 avenue Louise, 1050 Brussels, Belgium – Tel: +32 (0)2 533 3800 – Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org – Website: http://www.cost.esf.org

1. MEETING DETAILS COST-C26-190209-05342 / Prague / from 19/02/09 to 20/02/09 / days: 2						
Action Number (or equivalent): C26			Science Officer: T. Goger			
Admin Officer: C. Malimban		E-mail: cmalimban@cost.esf.org		Tel: +32 2 533 38 42		Fax: +32 2 5333890
2. PARTICIPANT – if not yet registered in the COST database, please register prior to the meeting at www.cost.esf.org/e-cost						
FAMILY NAME: KODUR			FORENAME: VENKATESH KUMAR			
DATE OF BIRTH: Feb. 19, 1962			INSTITUTION COUNTRY: USA			
E-MAIL: KODUR@EGR.MSU.EDU			TEL: 517-353-9813			
3. BANK DETAILS – In order to be reimbursed, you must first register your IBAN and SWIFT/BIC code via www.cost.esf.org/e-cost						
NAME OF ACCOUNT HOLDER: VENKATESH K KODUR						
NAME OF THE BANK: JPMorgan CHASE Bank North America						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 17-2-2009, 5PM		Time: 5PM		
Travel END (door-to-door)		Date: 22-2-2009, 1AM		Time: 12AM (Midnight)		
4a. HOTEL Total number of hotel nights (fixed rate of €120/night) - no receipt required			Number: 4*		Total (€): 480	
4b. MEALS - entered by the COST Office (fixed rate of €20/meal - no receipt required)			Meals: Breakfast - 1, Lunch - 5, Dinner - 5		11 x € 20 = € 220 → (\$ 220)	
5. TRAVEL EXPENSES						
PLANE, TRAIN, Long Distance BUS, etc.	From	To	To (Return)	Amount	Currency	€
Plane*	Lansing, MI, USA	Prague, CZ	Lansing, MI, USA	815	USD	687.96
Continue on separate sheet if required						
5b. CAR (including rented car)		From: House	To: Airport	To (return): Home Lansing		
Proof of distance must be attached <input type="checkbox"/>				Km (both ways): 60 km		
Name of additional COST passenger:						
Reimbursement fixed rate 0,20 € / km or 0,30 € / km with additional passenger				Total (€): €12.00		
5c. LOCAL TRANSPORT - For local transport expenses no receipts are required under a total of €25 (single & return). Above €25 (in total for the entire trip) add detailed justification & receipts.						€ 25.00
5d. TAXI – Taxi fares are only reimbursed where no reasonable public transport is available and are limited to €40 in total for the entire trip. Receipts are always required.				Amount	Currency	€
** Prague Airport - Hotel / Hotel - Airport				1288	CZ	52.08
6. OTHER / REMARKS:						
* Needed Saturday night stay to keep the Airfare low, Otherwise the fare would have been > 1300 US dollars						
** Taxi in Prague - to & from Airport - Hotel (Receipt is enclosed other receipts will be given)						
I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.						
Date: 19/2/2009		PARTICIPANT SIGNATURE: 				

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

Sky Bird Travel and Tours Inc.

gs2009SBD

Sale Invoice No: 337081
Date Issued: 1/23/2009
Agent: F9-AKILA
Record locator :JUXTIK

Passenger Type	Ticket/Conf No	Department To	Depart Date Airline/Vendor Flight	Return Date A/L	Depart	Remarks Itin	Arrive	Total Fare
Kodur/Venkatesh Kumar R			2/17/2009	2/22/2009				
Intl Air	7400343193-194		Northwest Airlines			LAN/DTW/AMS/P RG/AMS/DTW/LA N		815.00
LAN Lansing		DTW Detroit	3413	NW	2/17/2009 6:57:00 PM	2/17/2009 7:52:00 PM		
DTW Detroit		AMS Amsterdam	8618	NW	2/17/2009 9:15:00 PM	2/18/2009 11:05:00 AM		
AMS Amsterdam		PRG Prague	8745	NW	2/18/2009 1:00:00 PM	2/18/2009 2:30:00 PM		
PRG Prague		AMS Amsterdam	8702	NW	2/22/2009 9:20:00 AM	2/22/2009 11:05:00 AM		
AMS Amsterdam		DTW Detroit	8617	NW	2/22/2009 4:10:00 PM	2/22/2009 7:05:00 PM		
DTW Detroit		LAN Lansing	1703	NW	2/22/2009 10:34:00 PM	2/22/2009 11:20:00 PM		

Payments Applied To This Invoice

MC 54-XXXX-1864	Received	1/23/2009	Pymt For Inv #337081	-815.00
				-815.00

Invoice Total: 815.00
Payment Total: -815.00
Balance Due: 0.00

Subject:**From:** "Akila Dharmarajan" <Akila@jayatravel.com>**Date:** Fri, 23 Jan 2009 17:33:00 -0500**To:** "Venkatesh Kodur" <kodur@egr.msu.edu>

FOR: KODUR/VENKATESH KUMAR R

SALES PERSON: F9 ITINERARY

DATE: 23 JAN 09

CUSTOMER NBR: 2487271697

JUXTIK PAGE: 01

TO: SKY BIRD TRAVEL - DTW
24701 SWANSON ROAD
SOUTHFIELD MI 48033

17 FEB 09 - TUESDAY

AIR NORTHWEST AIRLINES FLT:3413 ECONOMY

LANSING-DETROIT METRO OPERATED BY MESABA AVIATION

LV LANSING 657P EQP: CR9

55MIN

AR DETROIT METRO 752P NON-STOP

ARRIVE: E.M. MCNAMARA TERMINAL REF: 20XDQJ

AIR NORTHWEST AIRLINES FLT:8618 ECONOMY MEALS

DETROIT METRO-AMSTERDAM OPERATED BY KLM ROYAL DUTCH AIRLINES

LV DETROIT METRO 915P EQP: AIRBUS A330-200

DEPART: E.M. MCNAMARA TERMINAL 07HR 50MIN

18 FEB 09 - WEDNESDAY

AIR AMSTERDAM 1105A NON-STOP

REF: 20XDQJ

AIR NORTHWEST AIRLINES FLT:8745 ECONOMY

OPERATED BY /KLM CITYHOPPER/KLM

LV AMSTERDAM 100P EQP: FOKKER 70 JET

01HR 30MIN

AR PRAGUE 230P NON-STOP

ARRIVE: TERMINAL 2 REF: 20XDQJ

22 FEB 09 - SUNDAY

AIR NORTHWEST AIRLINES FLT:8702 ECONOMY

OPERATED BY /KLM CITYHOPPER/KLM

LV PRAGUE 920A EQP: FOKKER 70 JET

DEPART: TERMINAL 2 01HR 45MIN

AR AMSTERDAM 1105A NON-STOP

REF: 20XDQJ

AIR NORTHWEST AIRLINES FLT:8617 ECONOMY MEALS

AMSTERDAM-DETROIT METRO OPERATED BY KLM ROYAL DUTCH AIRLINES

LV AMSTERDAM 410P EQP: AIRBUS A330-200

08HR 55MIN
AR DETROIT METRO 705P NON-STOP
ARRIVE: E.M. MCNAMARA TERMINAL REF: 20XDQJ

CONTINUED ON PAGE 2

FOR: KODUR/VENKATESH KUMAR R
SALES PERSON: F9 ITINERARY DATE: 23 JAN 09
CUSTOMER NBR: 2487271697 JUXTIK PAGE: 02

TO: SKY BIRD TRAVEL - DTW
24701 SWANSON ROAD
SOUTHFIELD MI 48033

22 FEB 09 - SUNDAY
AIR NORTHWEST AIRLINES FLT:1703 ECONOMY
LV DETROIT METRO 1034P EQP: DC-9 STRETCH
DEPART: E.M. MCNAMARA TERMINAL 46MIN
AR LANSING 1120P NON-STOP
REF: 20XDQJ

01 OCT 09 - THURSDAY
OTHER DETROIT METRO
HOLDLINE

FAREQUOTE 815.00/ADULT LAN-PRG-LAN PERPASSENGER
LAST DATE TO PURCHASE THIS TICKET 23JAN THX AKILA

Akila Dharmarajan

Travel Consultant



Phone: 248-372-4800 ext. 2609

Email: akila@jayatravel.com

24701 Swanson Road

Southfield, MI 48033

www.jayatravel.com

PAVEL KOHOUT
Nevesná 6, Praha 6.
IČO: 41795946
SPZ vozidla: 5A9 6296
STURZENKA
ČI 03806.

TEL: 603 432 268
Ev.č. vozidla : 5A9 6296
U.č. taxometru : 000475.
U.č. pam. modulu: 007821.

Z: *Letina 4*

Do: *Ram 4*

18.02.09 14:37 15:18
Jednoráz. sazba 040.0 Kč
Tar Kč/km Kč/h km
1 0028.0 0360.0 0019.1
Jízdné : 0644.0 Kč

Celkem:	0644.0 Kč
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Podpis:

