

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>

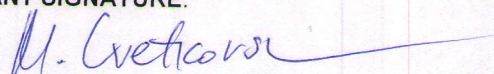
1. MEETING DETAILS COST-C26-190209-05342 / Prague / from 19/02/09 to 20/02/09 / days: 2						
Action Number (or equivalent): C26			Science Officer: T. Goger			
Admin Officer: C. Malimban		E-mail: cmalimban@cost.esf.org		Tel: +32 2 533 38 42		Fax: +32 2 5333890
2. PARTICIPANT – if not yet registered in the COST database, please register prior to the meeting at www.cost.esf.org/e-cost						
FAMILY NAME: Cvetkovska			FORENAME: Meri			
DATE OF BIRTH: 08.03.1961			INSTITUTION COUNTRY: Macedonia			
E-MAIL: cvetkovska@gf.ukim.edu.mk			TEL: +38971368070			
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: Meri Cvetkovska						
NAME OF THE BANK: Komercijalna Banka AD Skopje						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 18.02		Time: 09		
Travel END (door-to-door)		Date: 22.02		Time: 14		
4a. HOTEL Total number of hotel nights (fixed rate of €120/night) - no receipt required			Number: 3		Total (€): 360	
4b. MEALS - entered by the COST Office (fixed rate of €20/meal - no receipt required)						
5. TRAVEL EXPENSES						
PLANE, TRAIN, Long Distance BUS, etc.	From	To	To (Return)	Amount	Currency	€
Plane	Skopje	Prague	Skopje	314		314
Continue on separate sheet if required						
5b. CAR (including rented car)	From:		To:	To (return):		
Proof of distance must be attached <input type="checkbox"/>				Km (both ways):		
Name of additional COST passenger:						
Reimbursement fixed rate 0,20 € / km or 0,30 € / km with additional passenger				Total (€):		
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
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	€
				2*20airport	40	40
6. OTHER / REMARKS:						

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: 18.02.2009

PARTICIPANT SIGNATURE:

FOR CO



From: "CSA AGENT TRAVELNET (AGENTID00906079)" <emailserver@pop3.amadeus.net>
To: GLOBAL-F@MAIL.COM
CC:
Subject: Your travel information
Date: Wed, 04 Feb 2009 13:22:33 +0000

Your travel information

TKT-0642461641458 RCI- OK LOC-ZWJJGM
OD-SKPSKP SI- FCMI-0 POI-SKP DOI-04FEB09 IOI-76380113
1.CVETKOVSKA/MERIMRS ADT S I
1 OSKP OK 0847 Q 08FEB 1410 OK QSKYMK O 08FEB08FEB 20K
2 XPRG OK 0036 Q 08FEB 1730 OK QSKYMK O 08FEB08FEB 20K
3 BRQ ARNK
4 OPRG OK 0846 V 22FEB 1130 OK VSPCMK O 22FEB22FEB 20K
SKP
FARE F EUR 190.00
EQUIV MKD 11730
TOTALTAX MKD 5766
TOTAL MKD 17496 = 314 €
/FC SKP OK X/PRG OK BRQ153.62/-PRG OK SKP88.90NUC242.52END ROEO.
781703
FE FARE RESTRICTIONS APPLY
FP IZ
NON-REFUNDABLE

TICKETING SERVICE CHARGE COLLECTED IN MKD

STURZENKA
o zaplacení jízdného
č. 9885

Licence č. : 000118/1
Ev.č.tax.EI-30 : M350421
Ev.č.modulu : 980053
Evidenční číslo : 000-118
Z : Prácheň
Do: Prácheň
08.02.2009 18:30 18:51
Jednoráz. sazba 040.0 Kč
Tar. Kč/hod Kč/km Km
1. 180.0 020.0 015.0
Jízdné: 00470.5 Kč
Příplatek: 000.0 Kč

Celkem 00470.5 Kč

Obchod. jméno plátce DPH

DIC _____

Podpis: 