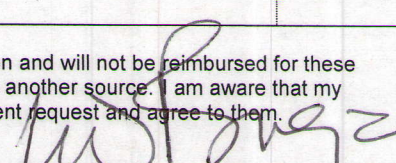


TRAVEL REIMBURSEMENT REQUEST

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: Burgess			FORENAME: Ian			
DATE OF BIRTH: 24/02/44			INSTITUTION COUNTRY: UK			
E-MAIL: ian.burgess@sheffield.ac.uk			TEL: +44 114 2225060			
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: W & VL Burgess						
NAME OF THE BANK: First Direc						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 18/2/09		Time: 13.00		
Travel END (door-to-door)		Date: 21/2/09		Time: 12.00		
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	London Gatwick	Prague	East Midland	66.80	GBP	74.08
Train	Sheffield	London		41.95	GBP	46.52
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.						
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	€
6. OTHER / REMARKS:						
Parking at Sheffield Station - 3 days 30 GBP						33.27
<p>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.</p> <p>Date: 19/2/09 PARTICIPANT SIGNATURE: </p>						

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

From: noreply@qjump.co.uk
Sent: 12 February 2009 23:59
To: IAN.BURGESS@SHEFFIELD.AC.UK
Subject: Your Booking Confirmation

NOTE: Please do not reply to this email as we will not be able to respond. If you have an enquiry for our web support team please visit Qjump help section where you will be able to find answers to frequently asked questions and e-mail us with any comments you may have.

Dear Mr BURGESS,

Thank you for buying your train tickets with Qjump.

With guaranteed site security, your payment has been securely processed.

Please take a moment to check your delivery address, travel details and cost breakdown.

We have also provided answers to Frequently Asked Questions (FAQs) at the bottom of the e-mail. If these fail to answer your questions why not go to our help facility at <http://Qjump.custhelp.com/>

Wishing you a safe and pleasant journey.

Kind regards,
Qjump

Please note - if you are collecting your tickets at the station, you must bring with you the same debit or credit card that you used to make your booking.

Journey 1: SHEFFIELD to LONDON ST PANCRA\$ INTL @ GBP 38.95
Discounted Adult Fare GBP 38.95 (1 @ GBP 38.95)

Total Ticket Arrangement Fee (inclusive of any VAT at 0%) GBP 0.50
Credit Card Fee (inclusive of any VAT) GBP 2.50

Your Credit Card**** *\$*\$ *\$*\$ 9315 has been charged GBP 41.95

Our terms and conditions and the National Conditions of Carriage apply to this booking and are available at
<https://www.qjump.co.uk/nationalcarriage.aspx>

TICKET COLLECTION

You have chosen to collect your ticket(s) from SHEFFIELD, your FastTicket Reference is JTK978XN.

You will need to take this FastTicket Reference and the debit/credit card you used for the booking to collect your ticket.

Journey 1: SHEFFIELD to LONDON ST PANCRA\$ INTL
Ticket Type: FIRST ADVANCE SINGLE
Route: This ticket is only valid for travel on East Midlands Trains services.

Outward Journey: 18/02/2009
departs SHEFFIELD at 07:44 travel by Train service provider
EAST MIDLANDS TRAINS to station LONDON ST PANCRAST arrives 10:06
Coach: J Seat: 45

FAQs

Q: What if I have not received my tickets?

A: If you do not receive your tickets the day before your journey, please call customer services on 0870 333 4877 quoting this number 596402592.

Q: What if I want to change my booking?

A: Please call customer services on 0870 333 4877 quoting this number 596402592. There is a minimum GBP 5.00 charge for changes to tickets and some ticket types may have further charges.

Q: What if I want to refund my tickets?

A: You can request a refund for your tickets online by accessing refunds via 'My Account' <https://www.qjump.co.uk/MyAccountHomePage.aspx>. A cancellation fee of GBP 10.00 will be applied. Please note the refund you are entitled to will depend on the ticket you have. Please see ticket restrictions, which can be found within the order status area of 'My Account'.

Q: Still looking for information?

A: Visit our online new and improved Help section at <http://Qjump.custhelp.com/>

From: easyJet.com [blackhole@easyJet.com]
 Sent: 20 January 2009 16:39
 To: ian.burgess@sheffield.ac.uk
 Subject: easyJet booking reference: EF5QNZF

easyJet.com

Home | Help | Sitemap | [My easyJet.com](#)

Booking confirmed

Booking reference:
EF5QNZF



Please print and take this booking confirmation with you to the airport. It may speed up your check-in experience.

Check in online if you carry hand baggage only

Any passengers on this booking carrying hand baggage should check in online.

Bypass airport check-in and go straight to security control. [Go to online check-in](#)

Mr IAN BURGESS is flying on:



Flights

Wednesday 18 February London Gatwick (North) To Prague

Check in opens Wed 18 Feb 16:10

Closes Wed 18 Feb 17:30

flight 8995; dep. Wed 18 Feb 18:10
 arr. Wed 18 Feb 21:10



1 Hold bag(s) per flight between all passengers combined

The 1 passenger(s) in this booking may check in a combined total of 1 hold bag(s) for each flight on this booking. The total hold weight must not exceed 20 kg.

If you wish to add hold bags to your booking, you can [add the relevant charges](#) to your booking.

Payments

Tuesday 20 January	Maestro / Solo ending 3518	£38.94
	Total paid	£38.94

Additional airport information

Help the Environment



Carbon Offsetting

easyJet takes the environment very seriously and now offers customers a unique way to offset their carbon - see our [environment section](#) to learn more about it

Important information



No tickets. easyJet is a ticketless airline, and your booking is now confirmed. You do not need to contact us before flying to re-confirm your

Important Stuff



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travel arrangements.



Check-in information. Check-in desks open two hours ahead of the flight's scheduled departure, and close *promptly* 40 minutes before the flight is scheduled to leave. If you're late, you will forfeit your seat and no refund will be offered.



Passports and ID. [Approved photographic ID](#) is required on *all* flights, including domestic services.



Pack safely! Take care when you pack your bags. No dangerous goods may be taken in baggage, and some other items may only be carried in certain parts of the aircraft. New security measures in the EU strictly limit what you can carry in your hand baggage; these limitations are currently subject to change at short notice.



Baggage policy. Each hold bag is charged at £12.00 per bag at the airport. Each passenger is entitled to carry 20 kg of hold baggage spread over a maximum of 8 hold bags. Extra weight may be purchased during the booking process, otherwise excess weight fees will be payable at the airport if the total weight exceeds 20 kg. If you need to take more bags than you have currently booked, please [add the relevant charges](#) to your booking. Purchasing additional bags does not increase your weight allowance.



Baggage allowance. Each paying passenger may take one standard piece of hand baggage, dimensions 55x40x20cm. The number of standard checked-in hold baggage stated for your booking must weigh **no more than 20kg** in total. The 20kg hold bag weight allowance (per passenger) does not increase with the addition of further hold bags. Extra weight may be purchased during the booking process. Additional charges payable at the airport will apply if you exceed the pre-paid weight limit.



Free seating. easyJet does not allocate seats, and you can choose where to sit when you board the aircraft. The aircraft is boarded in priority order, however, so the earlier you check in, the more choice you will have! With Speedy Boarding and Speedy Boarding Plus you get the best choice of seats but we can't allow you to reserve seats for fellow travellers who haven't paid for this service – we want all our passengers to have the freedom to choose where they sit.



Specific needs and access requirements. Please inform us of any specific needs or access requirements by [adding a request](#) to your booking online or by calling the contact centre. Passengers with specific requirements should check in no later than 90 minutes before the scheduled departure time.

Need to change your booking?

You can change passenger names or alter itinerary details online, 24 hours a day! Online changes save you money too - a discount of £10 per passenger per flight on the administrative fee charged over the phone.

Conditions of contract

Carriage is subject to the applicable tariffs, [Terms and Conditions](#), and [related regulations](#) which are available on this site or free of charge on application at the office of the carrier. Carriage hereunder is subject to the rules and limitations relating to liability established by the Montreal Convention.

Important notice

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Montreal Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss or damage to baggage.



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Type	Total price (per adult under 65)
European	£7.99

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Airport transfers

By easyBus: From 18 March 2008 easyBus will operate an express mini coach service between London Gatwick Airport and London Victoria up to every 15 minutes from just £2 one-way by booking online.

[» Book now!](#)

By train:



Gatwick Express: Save 10% when pre-booking the Gatwick Express. Only 30 minutes between Gatwick Airport and central London (giving access to Victoria underground), with trains departing every 15 minutes during the day. This offer is available exclusively to easyJet customers.

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By taxi or minibus: Save yourself the stress of finding transport at the airport! You can reserve a shared minibus or a private taxi.

[» Book now!](#)

easyJet charity of the year

easyJet's charity The Anthony Nolan Trust urgently needs more volunteers to become bone marrow donors



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From: welcome@bed.cz
Sent: 18 January 2009 18:53
To: ian.burgess@sheffield.ac.uk
Subject: BED.CZ - Confirmation notification no. 2009016411

Voucher

Confirmation nr. 2009016411

Hotel Masarykova, Thakurova 1, Prague 6, Prague, Czech Republic, Phone
no. +420-224322834

Date of arrival	Date of departure	Number of nights	Time of arrival:
2/18/2009	2/21/2009	3	22:30

Client info:

First name:	Ian	Surname:	Burgess
Country:	United Kingdom	City:	Hope Valley
Street:	Watercroft The Island	Zip code:	S33 8WN
Email:	ian.burgess@sheffield.ac.uk	Phone:	+44 114 2225060
Fax:	+44 114 2225793		

Rooming:

1 x single 3060.00 CZK

Total price: 3060 CZK

Number of rooms: 1

Number of persons: 1

Payment policy:

Credit card details are required at the time of your booking to secure your reservation and WILL NOT BE CHARGED. You will pay when you come to the hotel.

Cancellation policy:

Reservations may be cancelled no later than 8 days before arrival to avoid the cancellation charges of one night.

Noshow policy:

Incase of no show, the credit card will be charged the amount of the first night.

Incase of any questions, please contact our head office 00420224320202


E-mail: welcome@bed.cz

RYANAIR.COM

Search » Select » Confirm » Services » Payment » Itinerary

That's it! **Your booking is complete**, this is your Itinerary/Receipt.**Please print this page and bring it with you when you check-in along with the required form of valid form of photo ID (see below).**

Great deals at over
5,000 hotels
across Europe
on ryanair through boo.com

BOOK NOW**boo**
HOTELS**East Midlands (EMA)****FORD FUSION 2**from **CZK543** per dayHostels & Budget Accommodation across Europe. Beds from €7. **BOOK NOW!**  **HOSTELWORLD****Confirmation Number**

Booking Date Tue, Jan 20, 2009

Confirmation Number **NGZSWR**
Status: **CONFIRMED****Outbound flight details - All times are local**From **Prague (PRG)** to **East Midlands (EMA)** Regular FareSat, Feb 21 Flight **1769**Depart **Prague (PRG)** **10:35**Arrive **East Midlands (EMA)** **11:45**

E-mail contact will be made to the e-mail address provided at the time of reservation in respect of any schedule change or cancellation to flight itineraries. If you have not provided Ryanair with a valid e-mail address you should review your reservation online or by calling your local **Reservations Centre** between 24 and 72 hours prior to departure. **It is your responsibility to advise Ryanair of any changes to your contact details including your e-mail address.**

Important!**Compulsory Advance Passenger Information (API)**

Ryanair are required to collect the passport or EEA issued National Identity Card details of all passengers departing from the **UK, IRELAND, MOROCCO AND SWITZERLAND** to Spain or the Canary Islands/Balearic Islands. **FAILURE TO PROVIDE THIS IMPORTANT INFORMATION PRIOR TO ARRIVAL AT THE DEPARTURE AIRPORT WILL RESULT IN YOU BEING DENIED BOARDING WITHOUT REFUND.**






Important!

All passengers must present valid photo identification at check-in for all flights.
The only acceptable forms of photo-ID on Ryanair flights are:

- A valid passport (passport for travel outside the EEA must have six months validity beyond the date of entry).
- A valid National Identity Card issued by the government of a European Economic Area (EEA) country. Only the following countries from the EEA issue National Identity Cards which are acceptable for carriage: Austria, Belgium, Bulgaria, Finland, France, Germany, Gibraltar, Greece, Cyprus, Czech Republic, Estonia, Hungary, Italy, Liechtenstein, Lithuania, Luxembourg, Netherlands, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden (for travel within the Schengen area only), or Switzerland.
- A valid driving licence with photo is acceptable photo ID for travel on domestic flights within the UK and domestic flights within the Republic of Ireland.
- For travel on domestic flights within Italy only, a valid driving licence with photo issued by the applicable Italian authorities is acceptable photo-id.
- For British and Irish citizens who are travelling on flights to/from the United Kingdom to/from the Republic of Ireland, a valid driving licence with photo is acceptable photo ID
- In accordance with Article 28(1) of the 1951 UN Convention, a valid UN Refugee Convention Travel Document issued by a Government in place of a valid passport

N.B. Children under 16 years (including infants) travelling with an adult are required to have photo-ID when travelling on flights between EEA countries. Acceptable photo-ID for children under 16 is either a valid passport or a valid National Identity Card issued by an EEA country.

Photo-ID for children under 16 years is not required for:

- Children travelling with an adult between the United Kingdom and the Republic of Ireland or domestic flights within either the United Kingdom or Ireland
- Children included on the passport of the parent with whom they are travelling.
- German children under 10 in possession of a valid German Government Kinderausweis travel document.
- Italian children up to the age of 15 years who are in possession of a valid Certificato Di Nascita which has been endorsed as "VALIDO PER L'ESPATRIO" valid for travel and signed by "IL QUESTORE" subject to acceptance for entry to your destination.

Residence cards, family books or military id cards will not be accepted for travel in place of the required valid photo-ID detailed above.

Expired or damaged forms of photo-ID will not be accepted for any flight.

Failure to present valid photo-ID matching the names on your reservation will result in your being refused check-in.

Important changes to checked baggage and airport check-in fees

Airport Check-in Fees

A £4/€5 airport check-in desk fee is applied to each passenger who has opted to check-in at the airport. No check-in fee is applied to passengers who check-in online.

Checked Baggage

Each passenger is permitted to check in up to a maximum of 3 bags with a combined weight of 15kgs subject to the payment of the applicable checked baggage fees. No pooling or sharing of baggage allowances is permitted, even within a party travelling on the same reservation.

Excess Baggage

Any passenger exceeding their 15kg personal checked baggage allowance will be charged for the excess at the currently applicable rate of £12/€15 per kilo (or local currency equivalent).

Cabin Baggage

One item of cabin baggage per person, weighing no more than 10kg and with dimensions of less than 55cm x 40cm x 20cm, may be carried into the aircraft cabin free of charge (due to security restrictions - certain items cannot be carried in cabin baggage)

REDUCED MOBILITY PASSENGERS

For safety reasons Ryanair can carry only a maximum of four passengers per flight who have either reduced mobility, or are blind/visually impaired travelling with a guide dog or alone or require special assistance at the airport. Such passengers should contact their local reservation centre on the day of booking to ensure that their needs can be recorded. Failure to do so may result in the passenger being unable to travel.

Pricing

**Prague (PRG) to
East Midlands
(EMA)** 884.93 CZK

Fees, Services and Travel Insurance

1 x (Airport Check in) 130.00 CZK
1 x (Pax carrying 1
Checked in Bag) 260.00 CZK
Handling Fee 130.00 CZK

**Total Payment
Amount** 1,404.93 CZK
**Including handling
fee**

Payment 1: confirmed

Cardholder Name Ian W Burgess
Card Number MC: XXXXXXXXXXXX9315

**Payment
Amount** 1,404.93 CZK

Amount Paid 1,404.93 CZK
Amount Due 0.00 CZK

Your Destinations

Be sure to return to Ryanair.com, where you can find valuable information about [Prague](#) and [East Midlands](#).

Passenger Details

1 Passengers

1. Ian Burgess
 - o Pax carrying 1 Checked in Bag
 - o Airport Check in

Important Information

All travel is offered in accordance with Ryanair General Conditions of Carriage for Passengers and Baggage.

Separate fees apply for airport check-in/checked baggage (15kgs per person/no pooling)/excess baggage/sports/musical/infant equipment - see Terms and Conditions of Travel for further details.

Flight dates, times, routes and passenger names are changeable subject to applicable charges - please see Terms and Conditions of Travel for details.

All fares, airport taxes/fees and charges are non-refundable.

On unused tickets - the only refundable element is the Government Tax, which is subject to a reasonable administration fee.