

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: <u>BERNARD</u>			FORENAME: <u>Lars</u>			
DATE OF BIRTH: <u>1970-12-28</u>			INSTITUTION COUNTRY: <u>Sweden</u>			
E-MAIL: <u>Lars.Bernard@lf.se</u>			TEL: <u>+46 920 491 308</u>			
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: <u>Luleå tekniska universitet</u>						
NAME OF THE BANK:						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: <u>2009-02-18</u>		Time: <u>09.00</u>		
Travel END (door-to-door)		Date: <u>2009-02-20</u>		Time: <u>23.00</u>		
4a. HOTEL Total number of hotel nights (fixed rate of €120/night) - no receipt required				Number: <u>2</u>		Total (€):
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	€
<u>PLANE</u>	<u>LULEÅ</u>	<u>PRAGUE</u>	<u>LULEÅ</u>	<u>6727</u>	<u>SEK</u>	
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:						
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: <u>2009-02-20</u>		PARTICIPANT SIGNATURE: <u>Lars</u>				

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

Diners Tac Följesedel Kopia

NEX resebyråPARTNER TILL
TICKET
AFFÄRSRESOR**Kundadress**

Luleå Tekniska Universitet

Ekonomi & Planering
971 87 Luleå**Leveransadress**

Luleå Tekniska Universitet

Ekonomi & Planering
971 87 Luleå

Vår order 186274
Vår ref. Anette Andersson
Kund-ID 5555
Kontaktperson Milan Veljkovic
Kund moms regnr.

Sida 1
Dokument nr. 3131684
Utskriftsdatum 2009-02-02

Er referens WG1 COST C26
Kostnadsställe 119
Projekt 1195002

Produkt	Datum	Producent	Destination	Moms	Belopp
Marktransport	2009-02-18	Flygtaxi	Luleå		
	Arvode			6,25	25,00
Bokningsnummer	Y5JYD5				
Betalning till leverantör	c:a 185,00				
Resenär	Lars Bernspång				
Resväg	Lerbäcken(Luleå) - Luleå,Kallax				
Flyg	2009-02-18	Lufthansa	Prague		4 998,00
	Arvode				150,00
Bokningsnummer	Y5JYD5				
Biljett	220-2566285432 Flyg Bsp				
Resenär	Lars Bernspång				
Resväg	Luleå,Kallax - Stockholm,Arlanda - Munich - Prague - Frankfurt - Stockholm,Arlanda				
Flyg	2009-02-20	SAS	Luleå	75,91	1 265,09
	Arvode			31,25	125,00
Bokningsnummer	Y5JYD5				
Biljett	117-2566285434 Flyg Bsp				
Resenär	Lars Bernspång				
Resväg	Stockholm,Arlanda - Luleå,Kallax				
Marktransport	2009-02-20	Flygtaxi	Luleå		
	Arvode			6,25	25,00
Bokningsnummer	Y5JYD5				
Betalning till leverantör	c:a 185,00				
Resenär	Lars Bernspång				
Resväg	Luleå,Kallax - Lerbäcken(Luleå)				

Detta sparar Ni	Ordinarie pris	Vårt pris	Sparat belopp
	24 556,00	6 339,00	18 217,00

Betala ej mot detta dokumentNEX Resebyrå AB
Box 53
971 03 Luleå

Tel 0920-211000
Fax 0920-60890
E-mail nexlule@nex.se
Webbsida www.nex.se
F-skatteseedel finns

Moms-nr SE556168509901
Org. nr 5561685099

Bankgironummer 378-8064
PlusGironummer
BIC HANDSESS
Bankkonto 6201 790 215 802
IBAN SE7560000000000790215802

Diners Tac Följesedel Kopia

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TICKET
AFFÄRSRESOR**Kundadress**

Luleå Tekniska Universitet

Ekonomi & Planering
971 87 Luleå**Leveransadress**

Luleå Tekniska Universitet

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Sida 2
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Produkt	Datum	Producent	Destination	Moms	Belopp
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Anmärkning

LARS B.

Moms	Momskod	Ursprungligt belopp	Momsbelopp	
	EU0	4 998,00	0,00	Producentdebiterad
	EU0	150,00	0,00	
	SE25	175,00	43,75	
	SE6	1 265,09	75,91	Producentdebiterad

Kreditkort

Diners 3614XXXXXX4311 1210

Betala ej mot detta dokument

Försäljningssaldo	Tillägg	Moms	Öresutjämning	Valuta	Total
6 588,09	0,00	119,66	0,25	SEK	6 708,00

NEX Resebyrå AB
Box 53
971 03 Luleå

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E-mail nextule@nex.se
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Moms-nr SE556168509901
Org. nr 5561685099

Bankgironummer 378-8064
PlusGironummer
BIC HANDSESS
Bankkonto 6201 790 215 802
IBAN SE7560000000000790215802



Boarding Pass



STAR ALLIANCE
LLA007

BERNSPAANG/LARS MR

PNR
GF30V

Notes

Flight	Date	Time	From	To	Class	Seq #	Gate	Seat	Boarding
SK005	18FEB	10:00	Lulea LLA	Stockholm ARN	M	BN100		21E	ETKT
LH3015	18FEB	12:05	Stockholm ARN	Munich MUC	M	BN13		07A	11:40 ETKT
LH3272	18FEB	15:40	Munich MUC	Prague PRG	M	BN8	G44	06A	15:10 ETKT

Ticket number(s) 220-2566285432 Tag number(s) SK133346 1 bag(s) 11 kg

