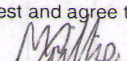


TRAVEL REIMBURSEMENT REQUEST

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: GILLIE			FORENAME: MARTIN			
DATE OF BIRTH: 29/03/75			INSTITUTION COUNTRY: UK			
E-MAIL: m.gillie@ed.ac.uk			TEL: +44 (0)131 4401528/6507204			
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: MARTIN GILLIE						
NAME OF THE BANK: IF / BANK OF SCOTLAND / HBOS						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 18/2/09		Time: 12.00		
Travel END (door-to-door)		Date: 21/2/09		Time: 23.00		
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	€
	EDINBURGH	PRAGUE	EDINBURGH	242.90	£	272.05
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.						20
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: 17/2/9		PARTICIPANT SIGNATURE: 				

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

Subject: BA e-ticket receipt 38QA8X: EDI-LHR 18 Feb 2009 15:30

From: British Airways e-ticket <BA.e-ticket@email.ba.com>

Date: Mon, 19 Jan 2009 14:08:18 +0000 (GMT)

To: m.gillie@ed.ac.uk

e-ticket receipt

BA logo

Dear DR GILLIE,

Booking reference: **38QA8X**

Thank you for booking with British Airways.

Ticket Type: e-ticket

This is your e-ticket receipt. Your ticket is held in our systems, you will not receive a paper ticket for your booking.

Please remember you must bring the card used to pay for this booking to the airport with you, for verification, before you can travel.

Your itinerary is detailed below.

Manage My Booking

Visit Manage My Booking and print "Your Itinerary", a customer friendly up-to-date summary of your booking. We suggest you take this with you on your trip, as some authorities will need to see a printed flight itinerary.

We also recommend the following services to help you get the most out of your journey.

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[Add car hire now](#)

Add car hire now See more by car. Competitive car hire rates available worldwide.

[View destination guides](#)

View destination guides Make the most of your stay by viewing our up-to-date destination guides.

[Pay for extra checked baggage allowance](#)

Pay for extra checked baggage allowance Lots of bags? Save time and money by increasing your baggage allowance online.

This is only a selection of the services available for you in Manage My Booking. To use these, or to see what else is available please click below*:

Manage My Booking

** Please note that this link provides direct access to your booking, so please only forward this email if you want the recipient to access your booking and the related services.*

Your Itinerary

British Airways booking reference: **38QA8X**

Passenger(s)

DR MARTIN GILLIE

Flight number	BA1453
From	Edinburgh
To	Heathrow (London)
Depart	18 Feb 2009 15:30
Arrive	18 Feb 2009 16:50
Class	Domestic
Operated by	British Airways
Booking status	Confirmed

Flight number	BA0858
From	Heathrow (London) Terminal 5
To	Prague
Depart	18 Feb 2009 19:05
Arrive	18 Feb 2009 22:05
Class	Euro Traveller
Operated by	British Airways
Booking status	Confirmed

Flight number	BA0855
From	Prague Terminal 1
To	Heathrow (London)
Depart	21 Feb 2009 12:10
Arrive	21 Feb 2009 13:25
Class	Euro Traveller
Operated by	British Airways
Booking status	Confirmed

Flight number	BA1448
From	Heathrow (London) Terminal 5
To	Edinburgh
Depart	21 Feb 2009 14:45
Arrive	21 Feb 2009 16:05
Class	Domestic
Operated by	British Airways
Booking status	Confirmed

Checked baggage 1 piece
> Checked baggage policy information

Hand baggage Passengers travelling to and from UK Airports may take 1 bag, maximum size 56x45x25cm(22x17.5x9.85 inches). PLUS one laptop, handbag or briefcase.
> Hand baggage policy information

Summary of your non-flight bookings

Please ensure that you print your vouchers and take them with you when you travel.
Click on the link below to access your booking:

[Print My Vouchers](#)

These non-flight booking(s) have been made with **British Airways Holidays**:

Hotels	
IBIS MALA STRANA	
Location	Prague
Check in	18 Feb 2009
Check out	21 Feb 2009
Accommodation type	STANDARD - with Full Breakfast
Hotel cost	GBP 88.00

Total Non Flight Product Price GBP 88.00

Your carbon offset contribution

You have contributed the cost of offsetting the 0.440 tonnes of carbon emissions generated by your flight(s).

Payment Information

Ticket Number(s)	125-2456814623
Card Type	MasterCard
Card Number	*****3422
Payment Total	GBP 251.40
Date / Issued by	19 Jan 2009 / British Airways, Newcastle, UK
IATA Number	91498363
Endorsements	Pax nonref/-goba2
Fare Details	GBP 114.00 + Tax/Fee/Charge GBP 128.90 = GBP 242.90

Fare breakdown

The price of your ticket includes a credit card surcharge of GBP 4.00, a security and insurance surcharge and a fuel surcharge per sector levied by the carrier. Your non-refundable carbon offset contribution of GBP8.50 is included in the payment total.

Please note that air travel is not subject to VAT therefore we do not issue VAT receipts.

Where applicable, if you wish to change the date or time of your flight, or cancel your booking, the cost of doing so will generally be lower on ba.com than over the telephone or at a ticket desk. Service charges are subject to change. For further details and a list of the current charges, please visit:

> <http://ba.com/servicefees>

Yours sincerely,

British Airways Customer Services

How to contact us

This is an automated email, and we are unable to respond to replies. To ask a question online, or send us an email (in some countries), please visit:

> Your questions

If you require further assistance you may contact us on:
0844 493 0787

If you have received this email in error

This is a confidential email intended only for the British Airways customer appearing as the addressee. If you are not the intended recipient please delete this email and inform the sender as soon as possible. Please note that any copying, distribution or other action taken or omitted to be taken in reliance upon it is prohibited and may be unlawful.

Non-flight terms & conditions

The British Airways Holidays terms & conditions can be found by visiting:

> <http://baholidays.com/common/bookingConditions.jsp?chosenCountry=GB>

Passenger notices

Dangerous articles in baggage

For safety reasons, dangerous articles such as those listed below, must not be carried in passengers checked or hand/cabin baggage:

Dangerous Articles.

or other articles or substances which present a danger during air transport

> More information on dangerous articles in baggage is available here

Notice

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention or the Montreal Convention may be applicable and these Conventions



govern and may limit the liability of carriers for death or bodily injury and in respect of loss of or damage to baggage. Many air carriers have waived the Warsaw Convention limits for death or bodily injury. Further information may be obtained from the carrier. For further information see the Notice of Liability Limitations.

Conditions of Carriage

It is important that you read this section carefully as it contains important information about the terms on which carriage and other services are provided to you.

Carriage and other services provided by the carrier are subject to Conditions of Carriage and the Conditions of Contract, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

Copies of the Conditions of Contract and the British Airways General Conditions of Carriage are available on request or can be obtained at the airport or online here:

- > Conditions of Contract
- > British Airways General Conditions of Carriage

Notice of liability limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay. For more information, please visit:

- > Liability limitations

Passenger service charge and security and/or insurance and fuel surcharge

The price of your ticket includes a security and/or insurance surcharge and a fuel surcharge. They are shown in the "TAX/FEE/CHARGE" area of your ticket. These sums are levied by British Airways and are not a tax, fee or charge imposed by a Government Authority or by a third party. UB is the Passenger Service Charge which carriers pay to UK airport operators for each passenger's use of airport facilities.

Notice of government and airport imposed taxes, fees and charges

The price of this ticket may include taxes, fees and charges which are imposed on air transportation by Government Authorities and Airports. They may represent a significant portion of the cost of air travel and are either included in the fare or shown separately in the "TAX/FEE/CHARGE" box(es) of this ticket. You may also be required to pay taxes, fees and charges not already collected.

Overbooking

For a copy of British Airways' overbooking policy, please visit:

- > Overbooking policy