

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: WANG			FORENAME: YONG CHANG			
DATE OF BIRTH: 20/11/1964			INSTITUTION COUNTRY: UK			
E-MAIL: YONG.WANG@MANCHESTER.AC.UK			TEL: 44 (161) 3068968			
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: YONG C WANG						
NAME OF THE BANK: Royal Bank of Scotland						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 18/2/2009		Time: 17:00 pm		
Travel END (door-to-door)		Date: 21/2/2009		Time: 01:00 am		
4a. HOTEL Total number of hotel nights (fixed rate of €120/night) - no receipt required				Number: 2		Total (€): 240—
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	€
Taxi	Manchester	Manchester Airport		3.40	£	3.40
Bus	Prague	Prague Airport		26	£	26
Flight	Manchester	Prague	Manchester	151	£	151
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 (€): 5		
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	€
Return Taxi				20	£	20
6. OTHER / REMARKS:						
- Exchange rate 1£ = €1.2 at time of buying tickets.						
- The Taxi fare is for after the return flight.						
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: 20/2/2009		PARTICIPANT SIGNATURE: [Signature]				

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

[Details](#)[Address](#)[Delivery](#)[Payment](#)[Confirm](#)[Homepage](#) | [Customer support](#) | [Security](#) | [Log out](#)

Total order cost: £150.33

Your order is being processed

Your order number is 96611525

[Print this page](#)

Details of your order

Flight reference Number: UP8JAV

Passenger: Mr Yong Wang

Outbound: MANCHESTER to PRAGUE

Airline: BMI BABY
 Flight No: 3575
 Departure Terminal:
 Class: Economy
 Departing: 1900 Wed, 18 Feb 2009
 Arriving: 2210 Wed, 18 Feb 2009

Inbound: PRAGUE to MANCHESTER

Airline: BMI BABY
 Flight No: 3576
 Departure Terminal:
 Class: Economy
 Departing: 2240 Fri, 20 Feb 2009
 Arriving: 2355 Fri, 20 Feb 2009

Delivery method

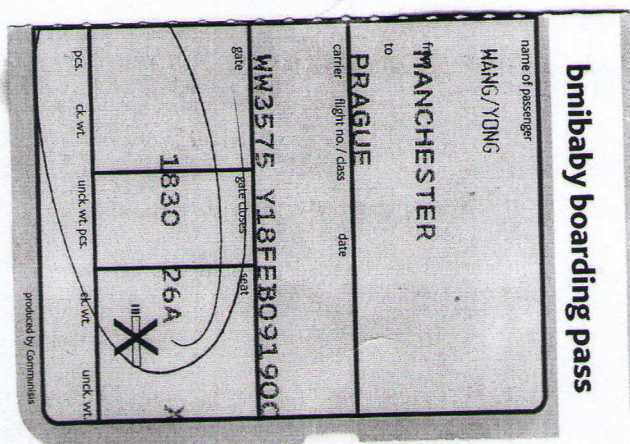
Electronic Ticket

*Please ensure that all passengers names exactly match those on their passports (full first and surname). Please note that with regards to assistance, seating, meals and frequent flyer type, the above are only requests to the airlines. We cannot guarantee that your requests will be honoured and recommend that you confirm with the airline before departure

**Please note that children must be accompanied by at least one adult at all times

What happens next

We'll send you a confirmation email, but we'd like you to print this page for your reference.



taxi receipt



Amount \$15.70 net

Date/Time 25/07/08

Pick-Up airport

Drop-Off Gate