

## 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](mailto:office@cost.esf.org) – Website: <http://www.cost.esf.org>

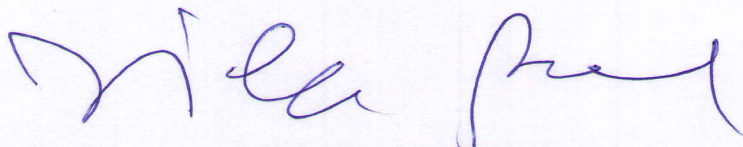
<b>1. MEETING DETAILS COST-C26-190209-05342 / Prague / from 19/02/09 to 20/02/09 / days: 2</b>						
Action Number (or equivalent): C26			Science Officer: T. Goger			
Admin Officer: C. Malimban		E-mail: <a href="mailto:cmalimban@cost.esf.org">cmalimban@cost.esf.org</a>		Tel: +32 2 533 38 42		Fax: +32 2 5333890
<b>2. PARTICIPANT</b> – if not yet registered in the COST database, please register prior to the meeting at <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>						
FAMILY NAME: Vila Real			FORENAME: Paulo			
DATE OF BIRTH: 29/03/2009			INSTITUTION COUNTRY: University of Aveiro/Portugal			
E-MAIL: <a href="mailto:pvreal@ua.pt">pvreal@ua.pt</a>			TEL: 234370049			
<b>3. BANK DETAILS</b> – In order to be reimbursed, you must first register your IBAN and SWIFT/BIC code via <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>						
NAME OF ACCOUNT HOLDER: PROF Paulo Vila Real						
NAME OF THE BANK: Millennium BCP						
<b>4. ACCOMMODATION and MEALS</b>						
Travel START (door-to-door)		Date: 18/02/2009		Time: 4:30		
Travel END (door-to-door)		Date: 21/02/2009		Time: 24:00		
<b>4a. HOTEL</b> Total number of hotel nights (fixed rate of €120/night) - no receipt required				Number: 3		Total (€): 360
<b>4b. MEALS</b> - entered by the COST Office (fixed rate of €20/meal - no receipt required)						
<b>5. TRAVEL EXPENSES</b>						
<b>PLANE, TRAIN, Long Distance BUS, etc.</b>	From	To	To (Return)	Amount	Currency	€
Plane	Porto	Prague	Porto	346,61	€	346,61
Continue on separate sheet if required						
<b>5b. CAR</b> (including rented car)	From: Aveiro	To: Porto	To (return): Aveiro			
Proof of distance must be attached <input type="checkbox"/>			Km (both ways): 180			
Name of additional COST passenger:						
Reimbursement fixed rate 0,20 € / km or 0,30 € / km with additional passenger					Total (€): 36	
<b>5c. LOCAL TRANSPORT</b> - 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						
<b>5d. TAXI</b> – 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	25 €
<b>6. OTHER / REMARKS:</b>						
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:			PARTICIPANT SIGNATURE:			

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:





Av. Dr. Lourenço Peixinho, 67  
3800-165 AVEIRO

EXMO SR PROF ENG  
PAULO VILA REAL  
UNIV.AVEIRO - DEPT.ENGª CIVIL  
CAMPUS DE SANTIAGO  
3810-193 AVEIRO  
Portugal

(Original)

## Venda a Dinheiro

Data	Serviço	Conta	Contribuinte	Requisição	Número
2009-01-07	921632 2975		PT-501461108		32900024

PAGAMENTO PASSAGEM AEREA CLASSE ECONOMICA

18 A 21 FEV 2009

PORTO/PRAGA/PORTO (VIA FRANKFURT)

PROF PAULO VILA REAL

a

346,61

Total PACS

EUR

1

346,61

a) IVA isento: al. r), n.º1, art.14º do CIVA

Trezentos e quarenta e seis euros e sessenta e um cêntimos

<b>ECONOMY</b>		<b>007</b>	
<b>Bordkarte/Boarding Pass</b>			
Name of passenger			
<b>VILAREAL / PAUL OMR</b>			
ETKT 220 3313817707			
<b>OPO</b>			
<b>FRA</b>			
<b>LUFTHANSA</b>			
Carrier		Flight No./Class	Date
<b>LH</b>		<b>4555 E</b>	<b>18FEB</b>
Gate	Boarding time	Seat	
<b>033</b>	<b>0545</b>	<b>80</b>	<b>NONSMOKER</b>
Pcs	Ck. Wt.	Unck. Wt. Pcs.	Ck. Wt. Unck. Wt.
<b>00</b>			

<b>ECONOMY</b>		<b>063</b>	
<b>Bordkarte/Boarding Pass</b>			
Name of passenger			
<b>VILAREAL / PAUL OMR</b>			
ETKT 220 3313917707			
<b>FRA</b>			
<b>PRG</b>			
<b>LUFTHANSA</b>			
Carrier		Flight No./Class	Date
<b>LH</b>		<b>3260 T</b>	<b>18FEB</b>
Gate	Boarding time	Seat	
<b>A25</b>	<b>1120</b>	<b>31C</b>	<b>NONSMOKER</b>
Pcs	Ck. Wt.	Unck. Wt. Pcs.	Ck. Wt. Unck. Wt.
<b>00</b>			