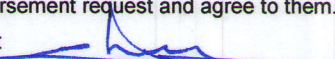


TRAVEL REIMBURSEMENT REQUEST

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: Choi			FORENAME: Sengkwan			
DATE OF BIRTH: 05/Oct/1970			INSTITUTION COUNTRY: UK			
E-MAIL: sengkwanchoi@hotmail.com			TEL: +447900158185			
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: Sengkwan Choi						
NAME OF THE BANK: Barclays						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date: 18/02/09		Time: 10:00		
Travel END (door-to-door)		Date: 21/02/09		Time: 22:00		
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	€
Bus	Belfast	Dublin	Belfast	15.40	GBP	
Plane	Dublin	Prague	Dublin	227.33	EURO	227.33
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:						
Registration of Applications of Standard Fare Fee						285.00 340€
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: 19 Feb 2009		PARTICIPANT SIGNATURE: 				

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:

보 bookingsen@aerlingus.com
보 2009년 2월 3일 화요일 오후 12:47
받 SENGKWANCHOI@HOTMAIL.COM
제: Email confirmation for PNR Ref: 24A8UF

메 Follow up
플 빨간색

Thank you for booking with Aer Lingus. This is your passenger itinerary and receipt email

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* *
* AER LINGUS *
* BOOKING REF: 24A8UF *
* *

DATE: 03FEB09

Dear DR SENGKWAN CHOI

This is a Ticketless flight. You are required to present the first page of this email at check-in to receive your boarding card. Your booking reference is shown above You will also need the following to check-in for your flight

-1- International travel: valid passport and visa (where required) All EU passport holders visiting the United States require an individual machine-readable passport to avail of the U.S. Visa Waiver Programme. Otherwise an advance visa is required from a U.S. Diplomatic or Consular Mission.

-2- Travel within Ireland, within the UK, or between Ireland and the UK: Irish and UK citizens do not require a passport for travel between Ireland and the UK but must bring valid photo identification. The only forms of photo identification accepted are the following;

1. Passport 2. Drivers licence with photo 3. International student card 4. National ID card
5. Bus pass with photo 6. Work ID with photo For more information on travel documentation see <http://www.aerlingus.com>

If you have a paper ticket, it must be presented at check-in.

ITINERARY:

DR SENGKWAN CHOI

AER LINGUS
DEP DUBLIN

EI 646 R/ECONOMY CLASS LOW FARE CONFIRMED
WED 18FEB09 4.15PM

ARR PRAGUE WED 18FEB09 7.45PM
PRG -TERMINAL 1 - TERMINAL 1

DR SENGKWAN CHOI - 1BAG

AER LINGUS EI 645 X/ECONOMY CLASS LOW FARE CONFIRMED
DEP PRAGUE SAT 21FEB09 3.15PM
PRG -TERMINAL 1 - TERMINAL 1
ARR DUBLIN SAT 21FEB09 4.55PM

DR SENGKWAN CHOI - 1BAG

All Times Local

Ticket Number 0532443495307 Date of Ticket Issue: 03FEB09

=====

Note:- Aer Lingus does not require booked passengers to reconfirm flights. Should a change in schedule occur you will be notified by e-mail

RECEIPT:

Fare details:

Category	Fare	Taxes,Fees,Charges	Subtotal
01 ADULT	EUR125.98	EUR61.35	EUR187.33

Total Fees EUR40.00

GRAND TOTAL EUR227.33

TOTAL FEES INCLUDES:

BAGGAGE FEE EUR30.00 OUT - 1BAGS
RETURN - 1BAGS

Payment VISA
Restrictions/Endorsements
NO RFND/CHG FEE APPLIES
CXL BY FLT DT OR NO VALUE

Applications for tax refunds are subject to an administration fee. Click on link for details -
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limit of liability; 3. For damage occasioned by delay to your journey, 4,150 Special Drawing Rights per passenger (approximately

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Bus No: 0

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Time: 10:20

Date: Wed, 18 Feb 09

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