

Prague, 25 June, 2010

### Reimbursement instruction for Barcelona Workshop 5-6 July 2010

Dear Experts, dear Colleagues,

all the experts, they would like to be reimbursed for Barcelona Workshop 5-6 July 2010, should register, fill the electronic form and sign the attendance list.

#### 1/ REGISTRATION

All the experts, they would like to be reimbursed, should register before the Workshop at e-COST, <https://e-services.cost.eu>

The link is in your Official Invitation Letter. We need your personal and bank details as well as your electronic Travel Reimbursement Form.

#### 2/ ELECTRONIC REIMBURSEMENT FORM

Before attending the meeting you need to print and complete your electronic Travel Reimbursement Form. You need to bring with all relevant tickets/receipts to the meeting. All participants are required to provide originals or copies of their travel ticket indicating the price, name of the passenger, ticket number and routing. I will collect all the matter during the Workshop.

#### A3/ ATTENDANCE LIST

During the workshop is necessary to sign the attendance list to be reimbursed for each meeting day.

See you in Barcelona,  
Kamila