



**REQUEST FOR REIMBURSEMENT OF
EXPENSES FOR DISSEMINATION
ACTIVITIES**

The undersigned _____

place of birth _____ date of birth _____

resident in _____ prov _____

address _____ no. _____

tax identification code _____

in relation to the dissemination activities described below _____

held in _____ on date _____

hereby requests

the reimbursement of the following expenses (please find receipts attached):

travel expenses for a total amount of € _____

relative to trips by [*specify vehicle*] _____ [if travelling using your own vehicle please specify the type of vehicle, brand, model and fuel, as well as the kilometres travelled. The eligible expense merely refers to the cost of fuel resulting from the receipts supplied and re-measured according to the kilometres based on ACI tables]:

date _____ from _____ to _____ and return journey Km _____ € _____

date _____ from _____ to _____ and return journey Km _____ € _____

meals for a total amount of € _____

meal on (date) _____ € _____ c/o _____

meal on (date) _____ € _____ c/o (date) _____

lodging expenses for a total amount of € _____

no. nights _____ from _____ to _____ c/o hotel _____ + tourist tax € _____

The undersigned declares he/she has stayed the night/nights at the hotel of _____ class.

For a total amount of € _____

The undersigned certifies that, with regard to the following expense (please specify the type of expense, ex.

