REIMBURSEMENT travel COSTS

Costs will only be reimbursed when making use of the appropriate forms and documents, to be sent, duly completed, signed and dated, by email to presidencyteam@jint.be at the latest 1 month after the event.

May we kindly ask you to state in the subject of your email: **"Reimbursement travel costs + name of the event".**

Travel costs will only be reimbursed upon proof of expenditure by appropriate documents.

Please, take note of the green travel guidelines that will be used for the calculation of reimbursements:

* When travel is booked or travel costs are reimbursed by the Presidency, the train is preferred for any journey of less than 1000 km.
* The Presidency encourages participants to avoid flights and to opt for travelling by public or collective transport (bus, (night)train, car-share) as these have smaller carbon footprints.
* Check if it is possible to offset the impact of travel, e.g. by investing in a climate fund or projects linked to the "Sustainable Development Goals" (SDG’s).

Travel Reimbursement Form

I, the undersigned*, [name],* hereby request from JINT vzw the payment of €*[amount]* as reimbursement of the travel costs for my participation in the Expert seminar on European and international policy agenda’s for children, youth and children’s rights (Leuven, 21-23 Jan 2024).

*Please state the amounts of your journey (one line per ticket or invoice) in the original currency (as shown on your tickets – please add (photo)copies of all your tickets and invoices proving the amounts indicated)*

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| **From** | **To** | **Means of Transport (plane, train, bus,..)** | **Original Currency** | **Amount in €** | **Internal use only** |
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| **Total amount requested for reimbursement:** |  |  |
| **Conversion rate used: 1€ = …...** |

The payment can be made on the following bank account:

International Bank Account Number {IBAN}: [number]

Branch Identifier Code {BIC}: [number]

Account holder: [full name]

Email address:

Signed on [date] at [place],

Signature: