ALDA
Association of Local Democracy Agencies

EXPENSES CLAIM FORM

ALDA
ASSOCIATION OF LOCAL DEMOCRACY AGENCIES
Viale Milano, 66 -
36100 VICENZA ITALY
Tel: 0039 444 540146
Fax: 0039 444 231043

Kelli
Ilisson
Tartu City Government, Estonia
CRISCO 4th transnational event
Etterbeek, Belgium
June 25-28, 2019
CRISCO - Crossroad of the Regions

Notes:

Expenses claim must be submitted within 30 days after the event by land mail to the Association of Local Democracy Agencies,reimbursement will be effective within 60 dd.
In case you use your own car the reimbursement per KM amounts at: **0,22 €**

All expenses have to be expressed in Euro. Any conversion of actual costs into euro shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website applicable on the month when the expenses are incurred **(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)**

TRAVEL
International travels, local transports, taxi fares, parking, motorways, etc.

DATE(S)	TRAVEL FROM / TO (City, Country)	PLEASE SPECIFY: Rail, bus, airfare	PRICE IN LOCAL CURRENCY	PRICE IN EUROS	NOTES
June 25-28, 2019	Tallinn Airport - Brussels Airport - Tallinn Airport	Airfare	2 772,04 €	2 772,04 €	6 members of the group (Invoice number I359208101)
June 25-28, 2019	Tartu-Tallinn-Tartu	Bus	160,00 €	160,00 €	
			TOTAL (In Euros)	2 932,04 €	

ACCOMMODATION
Hotels, board, etc.

DATE(S)	VENUES(S)	PLEASE SPECIFY	PRICE IN LOCAL CURRENCY	PRICE IN EUROS	NOTES
			TOTAL (In Euros)	0,00 €	

OTHERS
Internet connections, copies, materials, etc.

DATE(S)	PLEASE SPECIFY	PRICE IN LOCAL CURRENCY	PRICE IN EUROS	NOTES
		TOTAL (In Euros)	0,00 €	

GRAN TOTAL (in Euros) **2 932,04 €**

Please return this form duly signed and filled in with original tickets of your travel, invoices, boarding cards,receipts You should glue or paste your documents on separate sheets of white paper for each category above and then annex them to the expenses claim form. Please Please note that an incorrect or incomplete form (date, signature, bank details, boarding cards and other) will not give right to reimbursment.

BENEFICIARY BANK DETAILS	
TARTU CITY GOVERNMENT Reference number: 30109213000001 IBAN: EE401010102030203008 SWIFT/BIC: EEUHEE2X	DATE: July 01, 2019 SIGNATURE: