**EXPENSES FORM**

Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE READ THOROUGHLY ALL THE INFORMATION LISTED BELOW:

1. Please complete and return the form no later than 3 weeks after the event by **email** to the ERA HQ (please notice that no refunds will be possible after this date);
2. The refund will be made by ONE direct money transfer to your bank account (bank transfer costs due to additional belated refund requests will be deducted from the due amount);
3. **Please attach all receipts to this form when sending it by email**;
4. The use of a car is authorised only if it improves the cost effectiveness of the trip. If you wish to travel by car, please ask **in advance** for a quote of the cost of the flight/train (if available) that ERA would have paid for your travel, in fact, **ERA will always refund/cover the costs of the least expensive option if there is an option between train/airplane and car**. The reimbursement of traveling by car is calculated at a rate per km in accordance with the official national reimbursement chart of the person who is asking for the refund (in this case you will be asked to submit proof of the relevant charts). Other expenses (motorway tolls, parking, ferry crossing, etc.) can be also reimbursed on presentation of the corresponding supporting documents.

 Name of the account holder:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postcode and City of the account holder:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and address of Bank:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Account number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 International Bank Account Number (IBAN):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SWIFT code (or routing code):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| DATE | DESCRIPTION | COST |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL (specify the currency only if different from Euro) |  |

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ERA takes your privacy very seriously and we confirm that all data processing is done in compliance with the EU General Data Protection Regulation (2016/679) and the relevant/eventual up-dates as well as of the laws of Italy on this same topic. By submitting the data requested above you automatically accept ERA’s [Privacy Policy](https://www.era-online.org/privacy-policy/) and [Terms and Conditions.](https://www.era-online.org/publications/terms-and-conditions/)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_