|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Nationality: |  | | |
| NISS number (if applicable) |  | | |
| Address: |  | | |
| Tel: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Claim** | **Date** | **Description** | **Currency & Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |

**Bank Details for Electronic Payment to your account:**

Bank Name



Bank Address



IBAN

Swift / BIC

 *(Please contact your bank if details unavailable)*

Account No. (Outside Euro Zone)



Routing Number (USA)



Account Name



|  |  |  |
| --- | --- | --- |
| **Bank Details Required** | | |
| *EURO ZONE*  Bank Name  Bank Address  IBAN Number  SWIFT/BIC | *UK*  Bank Name  Bank Address  Bank Account Number  Sort Code | *OUTSIDE EURO ZONE*  Bank Name  Bank Address  Bank Account Number  SWIFT/BIC  Routing Number (USA) |

For auditing purposes, please attach:

- Booking confirmations

- Original train/flight tickets (including boarding passes), shuttle/bus/taxis receipts

- Original Invoices

- Bank statement for credit card purchases

**To be returned to:**

Constance de LANNOY

REPI - Université libre de Bruxelles

Avenue F.D. Roosevelt, 50 - CP 172/01

B-1050 Brussels, Belgium