

	<b>TRAVEL REIMBURSEMENT FORM</b>		<b>Ref. :</b> Participation in the GNSS Demo Centre at the NAVIS in Hanoi in the framework of the BELS+ project
			<b>Date:</b>

## Annex II: Travel reimbursement form

### RULES AND CONDITIONS:

#### QUALIFYING REIMBURSEMENT RECIPIENTS ARE:

Successful applicants of the BELS+ Call for Expression of Interest to participate in the GNSS Demo Centre at the NAVIS in Hanoi.

#### ALL REIMBURSEMENTS WILL BE MADE IN ACCORDANCE WITH THE FOLLOWING CONDITIONS:

- Travel expenses will be reimbursed on the basis of the **most cost-effective way** between the departure point, stated in the appointment letter and the place where the project related activities shall take place.
- Hotel accommodation will be reimbursed on the basis of the **most cost-effective way**.
- Only travel expenses (flight, train, taxi, ...), hotel accommodation and (if applicable) travel insurance, medical insurance and visa will be reimbursed. This excludes all other kinds of expenses e.g. per diem, food and beverages.
- No moral, material or bodily harm incurred by the person in the course of his journey or of his stay at the place where the meetings and tests are held may be the subject of a claim against bavAIRia e.V.
- All reasonable and documented evidence of travel and accommodation expenses will be reimbursed only up to and not exceeding € 2.500 (excl. VAT) for the complete travel. VAT will not be reimbursed.
- The rate to be used for conversion between the Euro and other currencies shall be that of the first day of the month in which the travel took place.
- The original receipts have to be submitted together with the travel reimbursement form. In case this is not possible please attach copies.

**Should you have any doubts regarding expenses that qualify for reimbursement, kindly contact us by email ([bels@bavAIRia.net](mailto:bels@bavAIRia.net)) before you purchase the item.**

Please initial every page and sign the completed travel reimbursement form.



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Please **return the reimbursement form** to:

bavAIRia e.V.

Sabine Kling

Sonderflughafen Oberpfaffenhofen

Friedrichshafener Straße 1

D-82205 Gilching

or send it by email to:

[kling@bavAIRia.net](mailto:kling@bavAIRia.net)

The following section is for your personal and travel details. Please be sure to complete your company bank details clearly (in block letters) and completely in order that the reimbursement can be made properly.

**Meeting Date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

## PERSONAL DETAILS

Family Name					
First Name					
Organisation					
City		Postal code		Country	
Phone		Fax		E-mail	

## COMPANY BANK DETAILS

Bank Name					
Agency/Branch					
Address					
City		Postal code			
Bank Account No.					
IBAN code					
BIC / SWIFT					
Account Holder's Name					
Address					
City		Postal code		Country	

Please initial page here:

**TRAVEL DETAILS**

Kind of transport/ hotel accommodation	From	To	Arrival Date	Departure date	Price	Currency

**AMOUNT TO BE REIMBURSED To be filled in by bavAIRia e.V.**

	Amount in EUR
<b>Cost of transport used</b>	
<b>Hotel accommodation</b>	
<b>Approved Sum of Reimbursement</b>	

Please initial  
page here:



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### To be signed by Applicant:

I certify that these particulars are accurate and that I have not received and shall not receive any other funding for this activity besides the BELS+ funding.

Double funding is not permitted, but co-funding is allowed. Please indicate:

- Co-funding is **not** envisaged.  
 Co-funding is envisaged. It has been indicated and agreed with bavAIRia before the preparation of travel and shipment arrangements.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ City: \_\_\_\_\_

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

### Approved by bavAIRia:

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

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

Please initial  
page here: