

Note for completing the travel claim form

- Please fill in the data (in particular regarding your bank account information) only by typing, not in handwritten format.
- If your bank does not have an international presence on the global money transfer market (e.g., some local/national bank), please ensure that your local bank always goes through a financial institution with a global presence (e.g. WELLS FARGO BANK).
- In any case: Please always provide the name, address, and in particular SWIFT and IBAN codes of the corresponding bank institution you chose to go through.
- Otherwise the fees for the return transfer are charged to your reimbursement.

December 2015

Eingangsdatum

Meeting Participant

Name	First Name
Address	
e-Mail	

For payment, please fill in all details of your bank account

Name of account holder	
Address (if different from above)	Account number
Name of Bank or postal account	Branch and address
BIC SWIFT	IBAN No./Routing No.

Place and Date of meeting

Type of the event

Travel details

Departure from	Date	Hour	Return to	Date	Hour

Travel, accommodation and other expenses (please attach original receipts)

No.	Item of expenditure	Currency (Währung)			

I declare that the expenses claimed above are not being reimbursed from any other source.

Date

Signature of meeting participant

Checked by ICDP Meeting Secretary

Kostenstelle:

Date

Signature