



International Continental Scientific Drilling Program, ICDP

Instructions for completing the travel claim form

- Please fill the form (in particular your bank account information) by typing, not in handwriting
- Money will be reimbursed via wire transfer in Euro or US Dollar
- Provide the name, address, and in particular BIC/SWIFT and IBAN codes of your bank or routing number.
If your bank does not have an international presence on the global money transfer market (e.g., small local banks), please ensure that your bank always goes through a financial institution with a global presence (corresponding bank).
If you are unsure please contact your bank to receive all necessary information.
- Otherwise the fees for the return transfer will be deducted from your reimbursement.
- Submit your documents within less than 3 months as single pdf-file including all documents.
- It will take approximately 3 – 5 weeks until the money appears on your account.

Eingangsdatum	
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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