|  |  |
| --- | --- |
|  | **European Network Against Racism Aisbl**  3-4-5 Avenue des Arts, 1210, Brussels  + 32 (0 )2229 35 70 | info@enar-eu.org  [www.enar-eu.org](http://www.enar-eu.org) |

**EXPENSE CLAIM FORM**

**Anti-Racism and Diversity Week 2024**

**19-21 March 2024**

**PLEASE READ THE INSTRUCTIONS (PAGE 2) AND THE PREVIOUSLY PROVIDED INFOSHEET FOR THIS EVENT TO CHECK THE REQUIREMENTS FOR ELEGIBILITY OF EXPENSES AND THE DEADLINE FOR SUBMITTING YOUR CLAIM.**

**Download this form to your computer before editing.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the expense with date of purchase** | | SPECIFY CURRENCY AND EXCHANGE RATE IF NOT EURO | **Amount** |
| **Item N°** |  | 1€ = … | € EURO |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **TOTAL**  *(Reimbursements in Euro only)* | |  |  |

***Please refund to:***

**Full Name**: \_\_\_\_\_\_\_\_\_\_

**Name of Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Account Holder:** \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IBAN Number of bank account: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Swift/BIC code: |  |  |  |  |  |  |  |  |  |  |

Name and address of the Bank: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

**Note**: swift/bic code and iban number have become mandatory for international bank transfers

**Instructions:**

1. Expense claims can be submitted until 1 month after the date of the event.
2. Please number the expenses and match them with the corresponding attached proof (receipt, ticket, etc.)
3. Expenses without proof are not eligible for reimbursement.
4. **For flight tickets, it is mandatory to attach the boarding passes.** If electronic, a screenshot or pdf is enough; if you have them on paper, you must send them by regular post to our address *(see top of the page in the header).*
5. For local transport tickets and meal receipts on paper, you may send them scanned or clearly photographed.
6. Bank statement screenshots or bank card receipt are not valid proof. Tickets/receipts must include the purchased items, place of purchase, date, and time.
7. If the original currency is not EUR, use the exchange rate as provided by the EC calculator here [LINK](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_fr.cfm)
8. Send everything by email to Irene at [info@enar-eu.org](mailto:info@enar-eu.org) with the subject “Expense claim + your last name + name of the event”.

Please familiarise yourself with the instructions thoroughly. **It is the responsibility of the participant to submit the expense claim form and accompanying documents by the specified deadline and in their entirety.** If documents are not submitted according to instructions, the claimed amount will be proportionally reduced, and you might not receive full reimbursement.

**Please make sure that everything is sent to us before 22 April 2024 latest. After that date we unfortunately won't be able to process any reimbursement of expenses!**