Please, send it back to muriel.davia@edf-feph.org


## **MEETING: Board and Conference PLACE: Paris DATE: 10-11 March 2022**

## **PERSONAL DATA AND BANK DETAILS**

|  |  |
| --- | --- |
| Name of participant and association: Name of **beneficiary** for the reimbursement:Address of **beneficiary**: Email address and telephone of **beneficiary**: | IBAN Number: BIC: Name and address of **bank** branch:  |

## **TRAVEL AND ACCOMMODATION EXPENSES :** Please annex your original receipts

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of expense** | **Euro**(Please convert) | **Remark** | **EDF remarks***(for accountancy use only)* |
| Travel costs (plane, train, use of car - 0.22€/km A/R) |  | **Maximum: 400 €** (Please attach invoices and boarding passes) |  |
| Local and transfers transport costs |  |  |
| Meals |  | Max 20 € for lunchesMax 25 € for dinners |
| Accommodation  | Prepaid by EDF |  |
| **Total** |  |  |

**Date: ..…../…...…/…...… Signature: ……..........…………………**

**All travel invoices and receipts must be attached to the expense claim form**

1. **The invoice from the travel agency or the airline**

***Maximum amount reimbursed: 400 € per flight (This amount is the maximum amount authorized by the European Commission’s department dealing with EDF’s subsidy)***

1. **Flight ticket and boarding passes or train ticket, if use of own car, please justify**

***Passenger Receipt***

**Meals**

Reimbursement will not exceed the equivalent of 20 € per lunch and 25 € per dinner. No claims will be allowed for meals if it is already provided by EDF at a meeting.