

	<p><i>Please return to: PZ at the Institute</i></p> <p><i>or</i></p> <p>Personnel Department NWO-I PO Box 3021 3502 GA UTRECHT The Netherlands</p>	<p>For further information employees of institutes please contact your personnel officer.</p> <p>Other employees can contact: Ms. A. Bor, a.bor@nwo.nl; +31 30 600 12 37 or Ms. M.L.F.G. Teuwissen, m.teuwissen@nwo.nl, + 31 30 600 12 61.</p>
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STUDY EXPENSES CLAIM FORM

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(In case you receive the 30% rule we do not compensate the costs for a Dutch Course)

Name and initial(s) : _____

Institute/Team : _____

Job title : _____

Working hours : _____

Course/Programme : _____

Email address : _____

interim claim final claim

Date of NWO-I granting letter : _____

Actual expenses:		Any additional details:
Course fee	€ _____	_____
Exam fee	€ _____	_____
Learning materials	€ _____	_____
Travel expenses	€ _____	_____
Meal expenses	€ _____	_____

Total	€ _____	

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Please provide receipts for all expenditure.

Please also send us a copy of the diploma/certificate or a document stating that you are allowed to progress to the next year of study.

Date: _____ Signature: _____

TO BE COMPLETED BY PERSONNEL OFFICER OR NWO-I OFFICE

Reimbursement amount granted:

Course fee	€	à	%	€
Exam fee	€	à	%	€
Learning materials	€	à	%	€
Travel expenses	€	à	%	€
Meal expenses	€	à	%	€
Total				_____
				€
				=====

Date:

Signature:

For P&O/NWO-I Office Official Use Only

Kostensoort/reg.nr. : _____

In dienst datum : _____

Uit dienst datum : _____

Verwerkt/controle PZ : _____

Verwerkt/controle SA : _____