

Date:

NAME:  STREET + HOUSE NUMBER:  POSTCODE:  TOWN:  IBAN NUMBER: <table border="1" style="width: 100%; text-align: center;"> <tr> <td>N</td><td>L</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> EMAIL ADDRESS:  FOM EMPLOYEE: YES/NO	N	L																	<b>If not employed by NWO-I, please state you current employer's details here:</b>  NAME:  STREET + HOUSE NUMBER:  POSTCODE:  TOWN:  EMAIL ADDRESS:
N	L																		

Date	Destination/reason for the journey	Number of km	Rate <sup>*)</sup>	Amount (€)
TOTAL				

Applicant's signature:	
<b>Budget holder/authorised by</b>  NAME:  SIGNATURE:	<b>Work order:</b>  <div style="height: 50px;"> </div>

With the exception of statutory liability, the employer cannot be held responsible for any damage caused in any manner to the vehicle and/or to the passengers during the business trip.

\*) Business trips must, in principle, be made by public transport. Permission to travel by private transport may be granted under certain conditions (see IR-2 art 2.6). The kilometre allowance is € 0.19 per km. If the NWO-I employee is travelling with the explicit permission from and on behalf of the employer using his/her own car, remuneration will be paid according to the amount, of € 0.28/km (see IR-2 art 2.5). The excess reimbursement of € 0.09 is considered to be salary and is therefore subject to tax. Additional travel expenses reasonably incurred will be reimbursed on submission of supporting documents.