CLAIM FORM FOR TRAVEL BY CAR

Date:

NAME: STREET + HOUSE NUMBER: POSTCODE: TOWN: IBAN: N L EMAIL ADDRESS: NWO-I EMPLOYEE: YES/NO	**If not employed by NWO-I, please state you current employer's details here:** NAME: STREET + HOUSE NUMBER: POSTCODE: TOWN: EMAIL ADDRESS:

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

Applicant's signature:	
Budget holder/authorised by NAME: SIGNATURE:	**Work order:**

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 salary and is therefore subject to tax. Additional travel expenses reasonably incurred will be reimbursed on submission of supporting documents.