|  |  |
| --- | --- |
|  | **EXPENSE CLAIM FORM** [[1]](#footnote-1)**Travel in the Netherlands: public transport and other expenses [[2]](#footnote-2)** |

 **Declaration date:**

|  |  |
| --- | --- |
| NAME:  | Postcode & Town:  |
| ADDRESS: | IBAN:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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 |
| TELEPHONE NUMBER: NWO-I EMPLOYEE: YES / NO | Email ADDRESS: |
| Date | Destination/Reason for the journey **(\*)** | Public transport travelling expenses  | Other expenses |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  Subtotal |  |  |
|  |  |  |  |
| **(\*) Enclose tickets and receipts**  | TOTAL |  |
|  |  |  |  |
|  |  |  |  |
| **Applicant's signature:** | **Work order:** |  |
|  |  |  |  |
| **Budget holder/authorised by** |  |
| Name:  | Signature: |
| **To be completed by the accounts department** |
| Description | Amount | Cost category |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Please use the separate form ['Claim form for travel by car'](https://www.nwo-i.nl/en/personnel/subsidies/reimbursement-work-trips-in-the-netherlands/) to claim car expenses. [↑](#footnote-ref-1)
2. For a business trip with the OV chip card, please add a printout of the journey made. [↑](#footnote-ref-2)