|  |  |
| --- | --- |
|  | **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:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | N | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | |
| 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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|  |  | | |  | |  |
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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)