



Please return to:  
 PZ at the Institute  
 or  
 P&O NWO-I  
 PO Box 3021  
 3502 GA UTRECHT  
 The Netherlands

For further information, employees of institutes please contact your personnel officer.

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.

Please remember to state the **Work order** in your travel expense claim so that the financial department can process it. For more information, please consult your workgroup/project manager.

### FOREIGN TRAVEL REQUEST FORM

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Personal information:

Applicant : ..... male/female

Street + house number : .....

Postcode : .....

Town : .....

Email : .....

Private telephone no. : .....

Work telephone no. : .....

IBAN : .....

Travel insurance pass already issued : .....

Workgroup/project : .....

Work order : .....

Travel details:

Departure date : .....

Return date : .....

Purpose of trip : .....

Country : .....

Workgroup/project manager's motivating remarks:

.....  
.....  
.....  
.....

Estimate of total costs:

a. Travelling expenses car<sup>(1)</sup>/train/plane : € .....

b. Accommodation : € .....

    number of days: .....

c. Registration fee/miscellaneous : € \_\_\_\_\_

Total estimate : € .....

Costs can be charged to Work order: .....

Would you like an advance? YES / NO

Advance amount you require : € .....<sup>(2)</sup>

<sup>(1)</sup> If you wish to travel by car please enclose your motivation approved by your workgroup/project manager. If you cannot provide this, we will only reimburse travelling expenses based on a 2<sup>nd</sup> class train ticket.

<sup>(2)</sup> The maximum advance is 75 percent of the estimate.

Signed for approval  
Workgroup/project manager,

Applicant,

Date:.....

Name:.....

## **Please note the following guidelines for reimbursement and the final declaration**

### Travelling expenses

- Travelling expenses will be reimbursed based on the most favourable rates.
- Travel by plane is only permitted for distances greater than 500 km.
- Essential taxi expenses will only be refunded when supported by tickets or receipts.

### Accommodation expenses

The basis for calculating the amount of accommodation expenses to reimburse is stated in the list of rates for foreign countries in Implementation Regulation (UVR) appendix 1.

The remuneration of actual accommodation expenses incurred during trips is no more than 65 percent of the daily allowance stated in the list of rates, with the proviso that:

- a. the actual expenses for accommodation and breakfast not exceeding 35 percent of the total daily allowance will be reimbursed when supported by receipts;
- b. Claims for a compensation of costs for the 'other meals' (i.e. lunch and dinner) and minor expenditure will be accepted without proof of payment up to a maximum of 50 percent of the amount in the column 'other' of the foreign tariff list. If the employee gives plausible arguments that necessary costs he incurred exceeded this level, a compensation will up to a maximum of 70 percent of the amount in the column 'other' of the foreign tariff list.

Half a daily allowance will be permitted if your departure time is between 12.00 and 18.00 hours.

If your departure time is after 18.00 hours only a meal allowance may be declared, up to the maximum allowed.

If you return in the morning no expenses may be claimed for that day.

If you return after 12.00 hours you may claim half a daily allowance.

If you return after 18.00 hours you may claim a full daily allowance.

### Registration fee/miscellaneous

Registration fees and accommodation expenses for conferences and other events will be fully reimbursed if you provide receipts.

### Expense claims

Expense claims must be submitted within one month of returning from your trip and should be signed by your workgroup/project manager for approval. You should attach all your tickets and receipts to your final declaration so that NWO-I can ensure timely settlement.

Please address any questions or correspondence concerning trips abroad to:

Ms P.C.M. (Renee) Spigt, +31 30 600 12 43, r.spigt@nwo.nl

Ms M.W. (Ria) Wemelsfelder, +31 30 600 12 39, r.wemelsfelder@nwo.nl or to

Ms A.J.J. (Annette) Bor, +31 30 600 12 37, a.bor@nwo.nl.