



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.

STUDY EXPENSES CLAIM FORM

=====

(In case you receive the 30% rule we do not compensate the costs for a Dutch Course.)

Name and initial(s) : _____
 Institute/Team : _____
 Job title : _____
 Working hours : _____
 Course/Programme : _____
 Email address : _____

Interim claim Final claim

Date of NWO-I granting letter : _____

Actual expenses:	Any additional details:
Course fee	€ _____
Exam fee	€ _____
Learning materials	€ _____
Travel expenses	€ _____
Meal expenses	€ _____

Total	€ _____
	=====

Please provide receipts for all expenditure.

Please also send us a copy of the diploma/certificate or a document stating that you are allowed to progress to the next year of study.

Date:

Signature:

TO BE COMPLETED BY PERSONNEL OFFICER OR NWO-I OFFICE

Reimbursement amount granted:

Course fee	€		à	%	€
Exam fee	€		à	%	€
Learning materials	€		à	%	€
Travel expenses	€		à	%	€
Meal expenses	€		à	%	€
Total					_____€ =====

Date:

Signature:

For P&O/NWO-I Office Official Use Only

Kostensoort/reg.nr. : _____

In dienst datum : _____

Uit dienst datum : _____

Verwerkt/controle P&O : _____

Verwerkt/controle SA : _____