



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

Go to [NWO-I People](#) to submit this form digitally!

CLAIM FORM FOR TRAVEL BY CAR

Date:

NAME: STREET + HOUSE NUMBER: POSTCODE: TOWN: IBAN: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 10%;">N</td> <td style="width: 10%;">L</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> EMAIL ADDRESS: NWO-I EMPLOYEE: YES/NO	N	L																			If not employed by NWO-I, please state you current employer's details here: NAME: STREET + HOUSE NUMBER: POSTCODE: TOWN: EMAIL ADDRESS:																				
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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.