



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

Declaration date:

EXPENSE CLAIM FORM ¹

Travel in the Netherlands: public transport and other expenses ²

NAME:		POSTCODE & TOWN:	
ADDRESS:		IBAN:	
TELEPHONE NUMBER:		EMAIL ADDRESS:	
NWO-I EMPLOYEE: YES / NO			
Date	Destination/Reason for the journey	(*)	Public transport travelling expenses
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](#)' to claim car expenses.

² For a business trip with the OV chip card, please add a printout of the journey made.