



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

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

## STUDY EXPENSES CLAIM FORM

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

*Please note! This form is valid for AMOLF, ARCNL, DIFFER, Nikhef, the NWO-I office and the university work locations (BUW). The functionality is also available in NWO-I People.*

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:

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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 : \_\_\_\_\_