



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 HOME OFFICE

Name and initial(s) : \_\_\_\_\_  
 Institute/team : \_\_\_\_\_  
 E-mail address : \_\_\_\_\_  
 Starting date working from home  
 according to statement Hybrid  
 working : \_\_\_\_\_

### Working at home facilities

Table € .....  
 Chair € .....  
 Lighting € .....  
 Transportation costs € .....  
 \_\_\_\_\_  
 Total € .....

**Proofs of payment must be attached for all expenses. We cannot process your claim without adding these supporting documents.**

Date: \_\_\_\_\_ Signature employee: \_\_\_\_\_

Manager/personnel officer agrees with this declaration:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Remarks (if any):

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Verwerking P&O/Salarisadministratie

Registratienummer : \_\_\_\_\_ thuiswerkkosten : \_\_\_\_\_  
Indienstdatum : \_\_\_\_\_ transportkosten : \_\_\_\_\_  
Uitdienstdatum : \_\_\_\_\_ controle P&O d.d. / paraaf : \_\_\_\_\_  
Ingangsdatum vergoeding : \_\_\_\_\_ invoer SA d.d. / paraaf : \_\_\_\_\_