

TRAVEL EXPENSES, RECEPTION AND INVITATION MEALS

Respect the deadline of 3 months from the date of return from your trip to submit the expense report

Reimbursement for internal collaborators :

NAME AND FIRST NAME :

DESTINATION :

PURPOSE OF THE TRAVEL :

DATE OF THE EVENT :

FUND :

to be defined with the manager
before departure

DATES OF THE TRAVEL AND

REMARKS :

Number of days for non-professional purpose :

ACCOMPANIED BY :

NECESSARY if you have travelled with the fund holder:

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TRAVEL

Currency

Amount

Transport :

Hotel :

Meals: fixed rate (mandatory for FNRS): x 25 CHF

Meals (for other funds with proof of payment):

Taxi :

Car rental/fuel:

Bus/train/underground:

Conference registration fee:

Conference banquet included in the fee: YES NO

Other expenses (give details):

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RECEPTION AND INVITATION MEALS

Names of internal collaborators :

Purpose of the reception and names of the visitors :

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October 2021/Costa Franca

THANK YOU TO RESPECT THE RULES

THANK YOU **FOR ATTACHING** ALL **ORIGINAL PROOF OF PAYEMENT ACQUIRED** AND FOR COMPLETING ALL THE FIELDS AND FOR MAKING THIS DOCUMENT CLEAR

Detailed directives : <https://memento.unige.ch/doc/0083>