**EPOS ERIC**

**Claim Form for Travel Expenses**

**How to claim reimbursements for travels made in the interest of EPOS ERIC**

All expenses, where the traveller pays the costs in advance, must be supported by the invoice, the receipt, the ticket, the booking confirmation, or any proof/fiscal document of the expenses claimed.

Please, attach a scanned copy of the proof of the expenses claimed, preferably dividing the documents as per the categories listed in the table (flight, taxi, meals, accommodation…). Convert the file into .pdf and send it to [administration@epos-eric.eu](mailto:administration@epos-eric.eu).

**Table of the Expenses Incurred**

****

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_