|  |  |
| --- | --- |
| **Description, date and place of event** | Previct partner meeting in Lisbon |
| **Project reference** |  |
| **Name of participant** | Marina Kazakova |
| **Name and Contact details of Organisation** | VSE |

**TRAVEL** (only flights or train to and from destination)

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense description** | **Amount in original currency** | **InforEuro exchange rate[[1]](#footnote-1)** | **Amount in Euro** |
|  |  |  |  |
| **TOTAL TRAVEL** |  |  |  |

**SUBSISTENCE** (includes meals, accommodation and local travel)

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense description** | **Amount in original currency** | **InforEuro exchange rate** | **Amount in Euro** |
| Partner Dinner at Trempe 3.02.2020 |  |  | 20,14 |
| Dinner on arrival 2.02.202 |  |  | 17,95 |
| Lunch in the airplane on the first day 2.02.2020 |  |  | 9,00 |
| Coffee on the first day 2.02.2020 |  |  | 4,60 |
| Networkingwith partners - after event drink 3.02.2020 |  |  | 14,00 |
| Water Evian 04.02.2020 |  |  | 2,90 |
| Taxi to the hotel after dinner for Ines and Marina |  |  | 7,10 |
| Quick Parking at Zaventem airport dated 5.02.2020 (emailed the receipt) |  |  | 27,55 |
|  |  |  |  |
| **TOTAL SUBSISTENCE** |  |  | **103, 24** |

|  |  |
| --- | --- |
|  **TOTAL COSTS:** | **103,24 €** |
| **TOTAL ELIGIBLE COSTS:** | **€** |

BANK DETAILS

|  |  |
| --- | --- |
| **Name of account holder** | Marina Kazakova |
| **IBAN** | BE31 7340 3007 4655 |
| **BIC/SWIFT** | KRED BE BB |

***I confirm that all expenses claimed are accurate and were incurred for the event described above. I understand that expenses will only be reimbursed if my organisation has paid the YEAR membership fees and if the requested proof documents are provided within the deadline set by Victim Support Europe.***

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Name of participant or representative  | Signature  | Stamp of organisation |
| 9.02.2020 | Marina Kazakova | Marina Kazakova |  |

1. The exchange rate used must relate to the month when the expenses were incurred. Only the InforEuro exchange rate will be accepted: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>. [↑](#footnote-ref-1)