to be returned to:
EMBO Courses and Workshops
courses_workshops@embo.org

Travel Expense Claim Form
EMBO Lecture Series

Expenses may be submitted either by the host, by the speaker or by both parties independently for the same Lecture Series.

Please only fill out fields and include original receipts, invoices and boarding passes relevant to you claim.

Depending on who submits the claim, please sign accordingly at the bottom of the form.

Speaker | Host Name

BANK ACCOUNT DETAILS

Account Holder

Name and Address of the Bank

Bank Account Number

Bank Code Number

SWIFT Code | BIC (8 or 11 characters)

IBAN

Currency of account

Routing Number (9 digits) - for USA banks

LECTURE SERIES DETAILS

Country of the Lecture Series

Point of Departure (for the speaker)

MAIN LECTURE | CONFERENCE DETAILS

Name, location of the institute

Name of the host

Dates (from - to)

EXPENSES (IN ORIGINAL CURRENCY) ASSOCIATED WITH THE MAIN LECTURE | CONFERENCE

Airfare   **Accommodation**

Comments

Date: **Date:**
Signature (Speaker):   **Signature (Host):**

Travel Claim Form
EMBO Lecture Series

to be returned to:
EMBO Courses and Workshops
courses_workshops@embo.org

Expenses may be submitted either by the host, or by the speaker, or by both parties independently for the same Lecture Series.

Please only fill out fields relevant to you claim.

Depending on who submits the claim, please sign the appropriate part at the bottom of the form.

2ND HOST INSTITUTE DETAILS

Name, location of the institute

Name of the host

Dates (from - to)

EXPENSES (IN THE ORIGINAL CURRENCY) ASSOCIATED WITH THE 2ND HOST INSTITUTE LECTURE

Airfare   **Accommodation**

Comments

3RD HOST INSTITUTE DETAILS

Name, location of the institute

Name of the host

Dates (from - to)

EXPENSES (IN THE ORIGINAL CURRENCY) ASSOCIATED WITH THE 3RD HOST INSTITUTE LECTURE

Airfare   **Accommodation**

Comments

Other expenses:

TOTAL AMOUNT CLAIMED:

If submitted by a speaker:	**If submitted by a host:**
The host introduced me | my talk as a part of an EMBO Lecture Series	I have introduced the speaker | his/her talk as a part of an EMBO Lecture Series
The lecture was listed on the programme, poster, website as an EMBO Lecture	The lecture was listed on the programme, poster, website as an EMBO Lecture
I mentioned my status as an EMBO Member | EMBO Young investigator during my talk	I mentioned the speaker's status as an EMBO Member | EMBO Young investigator when introducing his/her talk

Date: **Date:**

Signature (Speaker):   **Signature (Host):**