



To be returned to:  
EMBO Global Activities  
global@embo.org

# Travel Expense Claim Form

## EMBO Global 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 *relevant to you claim* and include original receipts, invoices, and boarding passes.

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

Speaker | Host Name

### BANK ACCOUNT DETAILS

**Account Holder**  
(Include RUT for Chilean accounts) \_\_\_\_\_

**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 and 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:**  
**Signature (Speaker):**

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



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### 2<sup>ND</sup> HOST INSTITUTE DETAILS

Name, location of the institute \_\_\_\_\_

Name of the host \_\_\_\_\_

Dates (from - to) \_\_\_\_\_

### EXPENSES (IN THE ORIGINAL CURRENCY) ASSOCIATED WITH THE 2<sup>ND</sup> LECTURE

Airfare \_\_\_\_\_ Accommodation \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

### 3<sup>RD</sup> HOST INSTITUTE DETAILS

Name, location of the institute \_\_\_\_\_

Name of the host \_\_\_\_\_

Dates (from - to) \_\_\_\_\_

### EXPENSES (IN THE ORIGINAL CURRENCY) ASSOCIATED WITH THE 3<sup>RD</sup> LECTURE

Airfare \_\_\_\_\_ Accommodation \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Other expenses: \_\_\_\_\_  
\_\_\_\_\_

TOTAL AMOUNT CLAIMED: \_\_\_\_\_

#### If submitted by a speaker:

The host introduced me/my talk as a part of an EMBO Global Lecture Series

The lecture was listed on the programme, poster, website as an EMBO Global Lecture

I mentioned my status as an EMBO Member/EMBO Young investigator during my talk

#### If submitted by a host:

I have introduced the speaker/their talk as a part of an EMBO Global Lecture Series

The lecture was listed on the programme, poster, website as an EMBO Global Lecture

I mentioned the speaker's status as an EMBO Member/EMBO Young investigator when introducing their talk