

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

**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> HOST INSTITUTE 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> HOST INSTITUTE 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

**Date:**

**Signature (Speaker):**

**If submitted by a host:**

I have introduced the speaker | his/her 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 his/her talk

**Date:**

**Signature (Host):**