

CLAIM FORM FOR REIMBURSEMENT OF TRAVEL EXPENSES

Training & Networking Event for EP Candidates

09 February 2019

Berlin

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| --- |
| *Please fill in this form, attach the original flight invoices or electronic tickets and send the claim by post to the ALDE Party not later than a month after the meeting took place. ALDE Party will fully reimburse your travel expenses.** *Only economy flight tickets will be reimbursed..*
* *Local transportation expenses will be reimbursed.*
* *Reimbursement form should be sent no later than one month* ***after the meeting in order to avoid losing the right for reimbursement.***
* *The refund will take up to one month after receiving your claim by post.*
* *Address: ALDE Party Aisbl, Rue d’Idalie 11, Box 2, 1050 Brussels, Belgium.*
* ***ALDE contact person: Mrs. Lucie Buba Malike. Email:*** ***lbubamalike@aldeparty.eu***
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NAME OF THE DELEGATE::……………………………………………………………………………………………………………………………

PARTY:………………………………………………………………………………………………………………………………………………………….

MEETING::…………………………………………………………………………………………………………………………………………………..

PRICE OF THE RETURN FLIGHT TICKET: :…………………………………………………………………………………………………………..

(In EURO)

EMAIL: ……………………………………………………………………………………………………………………………………………………..

DATE AND SIGNATURE:

……………………………………………….

**BANK DETAILS:**

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| --- | --- |
| Name of the account holder |  |
| Account holder’s post address |  |
| **IBAN**: International Bank Account Number **([[1]](#footnote-1)):** |  |
| **BIC**: Bank Identifier Code **(1):**  |  |

1. **RULES CONCERNING PARTIAL TRAVEL REIMBURSEMENT OF COUNCIL DELEGATES ADOPTED BY THE BUREAU OF THE ALDE PARTY ON 16/12/2004**

1. Only representatives of those Member Parties paying their membership or affiliation fee before the statutory deadline of the 1st April of the respective year, are entitled to travel reimbursement. Travel reimbursement cannot be claimed retrospectively.

2. All delegates to the ALDE Council are entitled to claim travel reimbursement. Representatives of affiliate member parties are only entitled to reimbursement of 50% of their expenses as their parties don’t pay a full affiliation fee.

3. Only the cheapest possible ticket (i.e. economy flights, 2nd class railway) and/or other means of transport can be used as a basis for making a claim. Used tickets or original invoices are to be submitted with the travel claims. No accommodation or local transportation expenses will be reimbursed.

4. Delegates travelling by car will be reimbursed on the basis of a train ticket 2nd class return.

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1. **()** To benefit from reduced bank charges you **MUST** give this information. [↑](#footnote-ref-1)