

CFA - Accounts Payable

Declaration form for travel and other expenses for non employees

Last name and initials: _____
 Street and house number: _____
 Postal code, city and country: _____
 E-mail: _____
 Name contact / Department Radboud University: _____

Cost heading, Project of Specification is necessary to proceed your declaration form

€ 0,00 Cost heading: Project: Specification:

Payment with IBAN/SEPA IBAN: _____
 Other payment Bank account number: _____
 BIC / SWIFT: _____
 ABA (USA): _____
 Name + adress of bank: _____

Travel expenses

Travel from: _____ To: _____
 Date of departure: _____ Date of return: _____
 Purpose of trip: _____
 Public transport: € 0,00 According www.anwb.nl (fastest route)
 Kilometres by car: 0 x 0,19 per km € 0,00 Mandatory specification other travel expenses:
 Other travel expenses: € 0,00
 Total of travel expenses: € 0,00 (A)

Accommodation expenses

Hotel incl/excl breakfast: € 0,00
 Breakfast/lunch/diner(s): € 0,00
 Car rental: € 0,00 Mandatory specification other expenses:
 Other expenses: € 0,00
 Total of accommodation expenses: € 0,00 (B)

Other expenses

Conference/seminar/symposium expenses: € 0,00 Mandatory spec.fees and additional expenses:
 Books, journals, etc: € 0,00
 Printing and material costs: € 0,00 Date activity:
 Fees: € 0,00
 Additional expenses: € 0,00
 Total of other expenses: € 0,00 (C)

Total € 0,00 (A+B+C)

Advance received: € 0,00 -

General total € 0,00

Date:

Signature of applicant

Please note:

- The declaration form must be submitted within three months after the expenses have been incurred
- After signing this form, preferably send it with the payment certificates as a PDF file by email to: crediteuren@cif.ru.nl or Radboud University, afdeling crediteuren, Postbus 6751, 6503 GG Nijmegen, The Netherlands
- For information about claims: e-mail: crediteuren@cif.ru.nl

Comments:
