

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 + address 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 _____

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:
