



Sustaining Animal Health and Food Safety in Organic Farming

A European Commission funded Concerted Action Project

Expense Claim form 1 Workshop 5-7th Sept 2003, Florence

Please submit hardcopy with tickets & receipts to Susanne Padel
 IRS, Llanbadarn Campus
Deadline 15/10/2003 University of Wales, Aberystwyth, SY23 3AL, GB

(1) Workshop participants and organisation to be paid

Name(s) of participant		
SAFO Partner No		
Name of organisation (for payment)		
Address (of organisation to be paid)		

(2) IBAN and Bank details (essential)

Name of account holder (if different from above)		
IBAN (International Bank Account Number)		
BIC (Bank identifier code) or SWIFT code		
Account No		
Name of bank		
Full bank address (essential without IBAN)		

(3) Currency and Euro exchange rate

National currency (if not Euro)	GPB	Euro
Euro exchange rate at time of meeting		1

Please enclose tickets for flights & public transport and receipts for other expenses

(4) Details of expenses

	National	Euro	Euro Total
Travel to meeting			
Flight			
Train and public transport			
Car, Length of journey in km (miles)			
Car registration number			
Rate per km (or mile)			
Total car travel			
Accommodation: No of nights/rate per night			
Total accommodation			
Meals			
Total			

(5) Signature

I hereby certify that the expenses above have been incurred for the sole purpose of attending a SAFO workshop

Signature	Place	
	Date	

Notes

Electronic copies of the claim form can be downloaded from the website at safonetwork.org

(1) Workshop participant organisation Please provide your name(s) and the name and address of the organisation that you represent at the SAFO meeting. You can submit a joint claim for several person from the same organisation

(2) IBAN and/or bank details: IBAN is an account identifier containing all information needed to route a cross border payment order through any national clearing system (i.e.national bank code and the account number itself). Please contact your bank to obtain an IBAN for your account. For further information on IBAN see <http://www.ecbs.org/iban.htm>

Please also provide the name of the bank to which the expenses are to be paid. Unless IBAN can be provided it is essential for international bank transfers to provide full address details, and the international bank sort code.

(3) Currency and Euro exchange rate: UWA will issue payment of all expenses in Euros (with the exception of UK participants). National currencies other than the Euro therefore need to be converted, (done automatically if filled in electronically, see note (5)

(4) Details of expenses: All participants need to submit tickets for travel by public transport and receipts for other costs where-ever possible. You are expected to make use of the reasonable cheap transport options

(5) Spreadsheets calculation The spreadsheet will convert national currency in the column 'Euro Total' if the exchange rate has been filled in. If no exchange rate is given amounts entered in the Euro column will be transferred automatically to the column 'Euro Total'.

(5) Signature: Please do not forget to sign your form.

Please return hard copy with tickets/receipts to Susanne Padel
Before 15/10/2003 IRS, Llanbadarn Campus
University of Wales, Aberystwyth
Aberystwyth SY23 3AL
Great Britain

If you have any questions, please contact sxp@aber.ac.uk