ECNL Expense Declaration

Travel Costs Reimbursement Sheet

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| Issued for: | **European Center for Not-for-Profit Law Stichting**  **Riviervismarkt 5, 2513 AM, the Hague,**  **Netherlands** |

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| Event: | **Global CFT Expert Hub Workshop: Unpacking the Tech-Security Drives; Protecting Civic Space** |
| Held (where/when): | **Haarlem, NL / June 26-29th 2023** |
| Organized by: | **ECNL** |
| ECNL Project code: | FF1000 |
| **Name of the participant:** |  |
| **Affiliation:** |  |

A. Actual travel costs

Please list here your transport and visa costs (if applicable). **Reimbursement will be based on actual costs of enclosed bills.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of expenditure incurred | Type of expense | Notes | Amount in local currency | Exchange rate | Total Cost in Euros |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| T O T A L in Euros | | | | |  |

N.B:

* Add supporting documents for all lines - scanned invoices, bills, tickets, and boarding passes. Make sure total costs can be found in the supporting documents.
* Information about the covid entry requirements for The Netherlands can be found here (please check as it may be subject to changes): https://www.government.nl/topics/coronavirus-covid-19

Please note that you will not be eligible for Reimbursement by ECNL if you do not comply with such requirements or for other reasons of force majeure.

B. Payment details

**Payment will be made by bank transfer.** *(Please note that ECNL cannot cover the recipient’s bank charges.)*

|  |  |
| --- | --- |
| Name of beneficiary: |  |
| Address of beneficiary: |  |
| IBAN Bank account number: |  |
| SWIFT code: |  |
| Intermediary bank details (if any): |  |

Signature of the participant: …………………………… Date: ………………………