

Reclamation of costs of externals

This document can be used to:

- reclaim the costs you have made for account of Gent University
or
- claim a reimbursement for services provided.

For the reclamation of costs, please provide us of the following information:

Name:	
Surname:	
Home address:	
Country:	
Bank account number:	
Name of the bank:	
Address of the bank:	
IBAN-code:	
Swift/BIC-code:	
Bank-code:	
Self employed profession: <small>(in case of 'yes', please fill in your profession)</small>	<input type="checkbox"/> Yes: ... <input type="checkbox"/> No

* A list of the professions (doctor, architect, ...) can be found on the website of the financial department.

Nature of the claimed indemnification:

- repayment of the costs made for account of Gent University
- reimbursement for services provided

Amount of the claimed indemnification:

	Amount	Currency
euro		
other currency		

Professional character of the indemnification:

Please provide us the details of the claimed amount of costs and the claimed amount of reimbursements.

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To be able to pay the costs, we need (in both cases) all the original documents concerning the costs or the services provided.

Signature

Date:

Please send this document back to:

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Overview of proved costs

	Short description of the cost	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	Total	0,00

Exchange rate:

	Currency		Exchange rate	
1		=		EUR

Total in EUR

Please add a copy of the exchange rate (see www.oanda.com).