



### MSEG MEETINGS REIMBURSEMENT FORM

|                  |                      |                                |
|------------------|----------------------|--------------------------------|
| Account name:    | <input type="text"/> |                                |
| Bank name:       | <input type="text"/> |                                |
| Branch address:  | <input type="text"/> |                                |
| Town/city:       | <input type="text"/> | Postcode: <input type="text"/> |
| Country:         | <input type="text"/> |                                |
| Contact:         | <input type="text"/> |                                |
| Account number:  | <input type="text"/> |                                |
| IBAN(BIC/SWIFT): | <input type="text"/> |                                |

Detail of the cost claim:

| Nature of the costs | Amount (original currency) |
|---------------------|----------------------------|
|---------------------|----------------------------|

### Documents

**- Tickets and flights invoices**

In the case of online bookings, the printout of the electronic reservation and boarding passes for the outward journey. The documents supplied must be the original documents and show the class of travel used, the time of travel and the amount paid.

**- The cost of travel by private car**

This shall be reimbursed at the same rate as the first class rail ticket. If the route is not served by a train, the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per kilometer. Taxi fares shall not be reimbursed.

**- Hotel invoice**

For EUR 100.00 per night. The number of nights may not exceed the number of meeting days + 1.

Please note that all reimbursement claims must be submitted to [events@msp-platform.eu](mailto:events@msp-platform.eu) within 30 calendar days of the last day of the meeting and the original documents must be sent to the address indicated below.

Payments will be made within 1-3 months from the last day of the meeting

**CONTACT**

For all logistical matters, please contact: Lisa Simone de Grunt

+49 (30) 832 1417 – 41

[events@msp-platform.eu](mailto:events@msp-platform.eu)

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We are looking forward to welcoming you in Brussels!