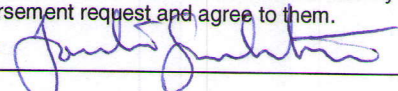


## TRAVEL REIMBURSEMENT REQUEST

COST Office, 149 avenue Louise, 1050 Brussels, Belgium – Tel: +32 (0)2 533 3800 – Fax: +32 (0)2 533 3890  
E-mail: [office@cost.esf.org](mailto:office@cost.esf.org) – Website: <http://www.cost.esf.org>

<b>1. MEETING DETAILS COST-C26-190209-05342 / Prague / from 19/02/09 to 20/02/09 / days: 2</b>						
Action Number (or equivalent): C26			Science Officer: T. Goger			
Admin Officer: C. Malimban		E-mail: <a href="mailto:cmalimban@cost.esf.org">cmalimban@cost.esf.org</a>		Tel: +32 2 533 38 42		Fax: +32 2 5333890
<b>2. PARTICIPANT</b> – if not yet registered in the COST database, please register prior to the meeting at <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>						
FAMILY NAME: SANDSTRÖM			FORENAME: JOAKIM			
DATE OF BIRTH: 1979.08.27			INSTITUTION COUNTRY: SWEDEN			
E-MAIL: <a href="mailto:JOAKIM.SANDSTROM@BRANDSKYDDSLAGET.SE">JOAKIM.SANDSTROM@BRANDSKYDDSLAGET.SE</a>			TEL: +46 70-621 55 81			
<b>3. BANK DETAILS</b> – In order to be reimbursed, you must first register your IBAN and SWIFT/BIC code via <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>						
NAME OF ACCOUNT HOLDER: LULEÅ TEKNISKA UNIVERSITET						
NAME OF THE BANK:						
<b>4. ACCOMMODATION and MEALS</b>						
Travel START (door-to-door)		Date: 2009.02.18		Time: 08.30		
Travel END (door-to-door)		Date: 2009.02.20		Time: 22.30		
<b>4a. HOTEL</b> Total number of hotel nights (fixed rate of €120/night) - no receipt required			Number: 2		Total (€):	
<b>4b. MEALS</b> - entered by the COST Office (fixed rate of €20/meal - no receipt required)						
<b>5. TRAVEL EXPENSES</b>						
<b>PLANE, TRAIN, Long Distance BUS, etc.</b>	From	To	To (Return)	Amount	Currency	€
PLANE	KARLSTAD	PRAGUE	KARLSTAD	6168	SEK	
Continue on separate sheet if required						
<b>5b. CAR</b> (including rented car)		From:	To:	To (return):		
Proof of distance must be attached <input type="checkbox"/>				Km (both ways):		
Name of additional COST passenger:						
Reimbursement fixed rate 0,20 € / km or 0,30 € / km with additional passenger				Total (€):		
<b>5c. LOCAL TRANSPORT</b> - For local transport expenses no receipts are required under a total of €25 (single & return). Above €25 (in total for the entire trip) add detailed justification & receipts.						
<b>5d. TAXI</b> – Taxi fares are only reimbursed where no reasonable public transport is available and are limited to €40 in total for the entire trip. Receipts are always required.				Amount	Currency	€
<b>6. OTHER / REMARKS:</b>						
I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.						
Date: 2009.02.20			PARTICIPANT SIGNATURE: 			

FOR COST OFFICE USE

Form and documents checked and approved

Date:

A.O.:



# Diners Tac Följesedel

## Kopia

**NEX** resebyråPARTNER TILL  
**TICKET**  
AFFÄRSRESOR**Kundadress**

Luleå Tekniska Universitet

Ekonomi & Planering  
971 87 Luleå**Leveransadress**

Luleå Tekniska Universitet

Ekonomi & Planering  
971 87 Luleå

Vår order 186082  
Vår ref. Anette Andersson  
Kund-ID 5555  
Kontaktperson Milan Veljkovic  
Kund moms regnr.

Sida 1  
Dokument nr. 3131503  
Utskriftsdatum 2009-01-30

Er referens WG1 COST C26  
Kostnadsställe 119  
Projekt 1195002

Produkt	Datum	Producent	Destination	Moms	Belopp
Flyg	2009-02-18	Skyways	Stockholm		1 705,00
	Arvode				125,00
Bokningsnummer	YS4DIV				
Biljett	752-2566285318 Flyg Bsp				
Resenär	Joakim Sandström				
Resväg	Karlstad - Stockholm, Arlanda - Karlstad				
Flyg	2009-02-18	Lufthansa	Prague		4 188,00
	Arvode				150,00
Bokningsnummer	YS4DIV				
Biljett	220-2566285319 Flyg Bsp				
Resenär	Joakim Sandström				
Resväg	Stockholm, Arlanda - Munich - Prague - Frankfurt - Stockholm, Arlanda				

Detta sparar Ni	Ordinarie pris	Vårt pris	Sparat belopp
	25 365,00	5 893,00	19 472,00

Moms	Momskod	Ursprungligt belopp	Momsbelopp
	EU0	4 188,00	0,00
	EU0	150,00	0,00
	SE0	1 705,00	0,00
	SE0	125,00	0,00

**Kreditkort**

Diners 3614XXXXXX4311 1210

**Betala ej mot detta dokument**

Försäljningssaldo	Tillägg	Moms	Öresutjämning	Valuta	Total
6 168,00	0,00	0,00	0,00	SEK	6 168,00

NEX Resebyrå AB  
Box 53  
971 03 Luleå

Tel 0920-211000  
Fax 0920-60890  
E-mail nexlule@nex.se  
Webbsida www.nex.se  
F-skattesedel finns

Moms-nr SE556168509901  
Org. nr 5561685099

Bankgironummer 378-8064  
PlusGironummer  
BIC HANDSESS  
Bankkonto 6201 790 215 802  
IBAN SE7560000000000790215802