

# COUNCIL OF EUROPE

CLAIM  
(in block capitals)

MEETING	RN16_15562	1st meeting of the European Higher Education Area Advisory Group on diploma supplement revision	
PLACE	BUCHAREST ROMANIA	START	END
		DATES	22/01/16
		HOURS	09:00
CCM	40200	PO	492559
N° OM	OM16_117580		

## I - DATES OF ATTENDANCE AT THE MEETING

The Expert has participated to the meeting :	NAME	Mrs Claudia GELLEN
from : 22/01/16 09:00		SÈVRES
to : 22/01/16 17:00		FRANCE
Signed :		Gelleni@ciep.fr
		tel :
The Secretariat of the meeting	Joana KASHI : poste 3529 (Joana.KASHI@coe.int)	

## II - TRAVEL INFORMATION

N° prepaid : X6HOBS      Booked      Deadline emission : 18/01/2016      Amount (€) : 541.28

MEANS OF TRANSPORT	START		ARRIVAL		FROM	TO	Comments
	DATE	HOUR	DATE	HOUR			
PLANE : Y - N° dossier : X6HOBS	21/01/2016	10:20	21/01/2016	14:10	Paris Charles De Gaulle	Bucharest Otopeni	Air France n°1888 Duration :03:50
PLANE : Y - N° dossier : X6HOBS	23/01/2016	09:15	23/01/2016	11:35	Bucharest Otopeni	Paris Charles De Gaulle	Air France n°5049 Duration :02:20

JOURNEY		MEANS OF TRANSPORT	TRAVEL EXPENSES			
FROM	TO		DEVISE	Montants en DEVISES	PREPAID in €	AMOUNT in €

All claims must be attached with tickets (if not a copy) and invoices

--

## III - OTHER EXPENSES

# COUNCIL OF EUROPE

CLAIM  
(in block capitals)

LABEL	Currency	Amounts in currency	Amounts in €	COMMENTS
-------	----------	------------------------	--------------	----------

## IV - ADVANCE PAYMENT

Check the box if an advance is requested

☐

## V - SETTLEMENT

If the meeting takes place in Strasbourg, on site or in EURO by bank transfer.  
If the meeting is held outside Strasbourg, by bank transfer.

## VI - DECLARATION

I hereby declare that:

(i) the above amounts correspond to the travel costs actually incurred for my trip and I have brought no other claim for these expenses from another authority.

(ii)\* I have not benefited from meals and/or accomodation provided free of charge/ I have benefited from the following meals and/or accomodation provided free of charge (\*Cross out whichever is not applicable)

(Indicate number of meals and/or nights' accommodation provided).....

Date :

18.01.2016

Signature :



NB : In the absence of a signature, the transmission by e-mail (using the e-mail address recorded in the Council of Europe expert reimbursement system) of the completed form constitutes the request for reimbursement and declaration of the expert