

# EASL TRAVEL EXPENSE REIMBURSEMENT FORM



In order for EASL to reimburse your travel expenses, please fill the editable forms below, attach all your receipts and send everything to [faculty@easloffice.eu](mailto:faculty@easloffice.eu)

If you have any questions about this form or the reimbursement of the travel expenses, please send an email to [faculty@easloffice.eu](mailto:faculty@easloffice.eu)

**Deadline for claiming reimbursement to EASL Office: 15 June 2025**

**In case you need more information please refer to the [Faculty Terms and conditions](#).**

PURPOSE OF THE TRIP	
FIRST NAME OF THE BENEFICIARY	
LAST NAME OF THE BENEFICIARY	
BANK HOLDER'S NAME (IF DIFFERENT)	
ADDRESS OF THE BENEFICIARY	
EMAIL ADDRESS OF THE BENEFICIARY	
IBAN	
SWIFT OR BIC	
ACCOUNT NUMBER	
NAME OF THE BENEFICIARY'S BANK	
ADDRESS OF THE BENEFICIARY'S BANK	
ADDITIONAL INFORMATION (IF REQUIRED)	

DATE		DESIGNATION	AMOUNT IN ORIGINAL CURRENCY	RATE /1 EURO USE OANDA.COM	AMOUNT IN EUROS
#1					
#2					
#3					
#4					
#5					
#6					
#7					
#8					
TOTAL IN EUROS					€0.00

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE