KOREA FOUNDATION EXCHANGE PROGRAM OF EUROPEAN LECTURERS

## EPEL

ASSOCIATION FOR KOREAN STUDIES

IN EUROPE



# EPEL REIMBURSEMENT FORM

Please read instructions on page 2 !

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant: |       | Date: |       |
|  | Name |  | dd.mm.yyyy |
|  |       |
|  | Institution |  |  |
|  |       |
|  | Address |  |  |
|  |       |       |
|  | Zip / City | Country |  |
|  |  |  |  |
| Bank account: |       |  |
| IBAN:       | BIC:       |
|  |  |  |  |
| Destination of travel: |       |       | Travel dates:  |       |
|  | City | Country |  |  |
| Purpose of travel: |       |
|  |  |

I submit the following receipts for reimbursement:

|  |  |  |
| --- | --- | --- |
| Receipt no. | Item | Amount in € |
| Travel: |  |
|     |        |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
| Accommodations: |  |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
| Meals: |  |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
|     |       |       € |
| Grand total: |       € |

Exchange rate applied: 1.00 € =

 currency

 Signature: .........................................

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**Instructions:**

Please fill out the above form using your computer. Make sure to include the International Bank Account Number (IBAN) of your account and the Bank Identification Code (BIC) of your bank. Reimbursements are made in Euro only. Expenses in currencies other than Euro should be recalculated, indicating the exchange rate that was applied.

After completing the form, please sign it, scan the numbered receipts – **in one single pdf file** - and mail everything to pierre-emmanuel.roux@u-paris.fr.