

**TO THE DIRECTOR OF
THE DEPARTMENT OF ECONOMIC STUDIES**

Object: reimbursement expenses for seminars and/or cultural exchanges

I, the undersigned _____, on
the day(s) _____ has
carried the following job at the Department of Economic Studies:

.....
.....

The payment of the following documented expenses is required:

	IMPORT	CURRENCY
travel:	_____	_____
hotel:	_____	_____
meals:	_____	_____
other (specify): _____	_____	_____
other (specify): _____	_____	_____

for a total of Euro _____.

This expense shall be charged to the fund “.....”.

SIGNATURE

Town and date: _____

Attached: personal information form, copy of identity document, expense original receipts.