



CLAIM FORM FOR PARTIAL REIMBURSEMENT OF TRAVEL EXPENSES

Please fill in this form, enclose the flight/train's invoices or electronic tickets and send the claim by email ([finances@aldeparty.eu](mailto:finances@aldeparty.eu)) to the ALDE Party not later than a month after the meeting took place.

- The first 75€ are paid by the ALDE Council delegate.
- Only economic flight tickets will be reimbursed. Nor accommodation neither local transportation expenses will be reimbursed.
- A maximum ceiling has been fixed based on the distance travelled.
- Reimbursement form should be sent back one month **after the meeting to avoid losing the right for reimbursement.**
- The refund will take up to one month after receiving your claim by email.
- **ALDE contact person: Mrs. Lucie Buba Malike.**
- **Email: [finances@aldeparty.eu](mailto:finances@aldeparty.eu)**

NAME OF THE DELEGATE::.....

PARTY:.....

MEETING::.....

PRICE OF THE TRAVEL (Flights/train):.....  
(In EUROS)

EMAIL: .....

DATE AND SIGNATURE:  
.....

**BANK DETAILS:**

Name of the account holder	
Account holder's post address	
<b>IBAN:</b> International Bank Account Number <b>(1):</b>	
<b>BIC :</b> Bank Identifier Code <b>(1):</b>	

(1) To benefit from reduced bank charges, you **MUST** give this information.

**1. RULES CONCERNING PARTIAL TRAVEL REIMBURSEMENT OF COUNCIL DELEGATES ADOPTED BY THE BUREAU OF THE ALDE PARTY ON 16/12/2004**

1. Only representatives of those Member Parties paying their membership or affiliation fee before the statutory deadline of the 1<sup>st</sup> of April of the respective year, are entitled to travel reimbursement. Travel reimbursement cannot be claimed retrospectively.
2. All delegates to the ALDE Council are entitled to claim travel reimbursement. Representatives of affiliate member parties are only entitled to reimbursement of 50% of their expenses as their parties don't pay a full affiliation fee.
3. Only the cheapest possible ticket (i.e., economy flights, 2nd class railway) and/or other means of transport can be used as a basis for making a claim. Used tickets or original invoices are to be submitted with the travel claims. No accommodation or local transportation expenses will be reimbursed.
4. Delegates travelling by car will be reimbursed based on a train ticket 2<sup>nd</sup> class return.
5. All delegates must pay the equivalent of the first 75 € of their travel costs themselves, except for reimbursements below 150€ where the amount of 75€ will not be deducted.
6. Travel costs will be reimbursed based on the amount spent by the delegate up to the following maximum:

0 km - 850 km	: up to 250 euros
850 km - 2000 km	: up to 375 euros
>2000 km	: up to 450 euros

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