APPLICATION FOR REIMBURSEMENT TO THIRD PARTIES

Don't use this form for legal persons, K.U.Leuven staff or students

Form F1 * = required fields Payment order :

A. Beneficiary official data!

Name:*

First name:*

Address:*

Postal code:* City/Town:*

Country:*

Nationality:*

FIN number: for more information see http://www.kuleuven.be/FIN

Date of birth:* Birthplace:*

Personeelslid UZ Leuven:* ◯ Ja ◉ Nee

B. Reason for reimbursement

B.1. Invoice addressed to K.U.Leuven (attach the original) €

B.2. Honorarium: €

B.3. Other costs: (please describe briefly) €

In case of fixed costs, please indicate what the honorarium is based on and how it is calculated

.

Brief explanation to put the costs into context of the mission of the K.U.Leuven:*

DIRAC Cognitive Science Summerschool - Leuven, August 2009

B.4. Total of costs:* **(B.1. + B.2. + B.3.)** €

C. Method of payment

To pay on account no.:*

For foreign accounts: Bankkey, Address Bank, IBAN-no, SWIFT-code, BIC-code:

Name and address of the account holder if different from section A:

D. Signature

Fill in this section after printing the completed form

- The undersigned hereby agrees explicitly that the requested payment only exists of professional expenses in the context of a task or activity at the K.U.Leuven.
- The beneficiary listed in section A, declares that the completed information is correct and also accepts that the payment of the amount in section B.4. in the manner as stated above shall constitute as a payment to the beneficiary himself.

Beneficiary

1. Signature

2. Name and first name (in full)

.....

3. Date:

.....

Credit manager

1. Signature

2. Name and first name (in full)

.....

3. Date:

.....

Print Form Reset Form

This document is the basis for the tax information sheet 281.50.

- The beneficiary must keep a copy of this form.
- The submitter of the form is advised to also keep a copy of this form.

Send the original signed form with all the additional documents to your financial administrator.
Look up your financial administrator on http://www.kuleuven.be/finantenne

E. Section for the Finance Department

Invoice number K.U.Leuven: