



EUROPEAN CENTER FOR ADVANCED
RESEARCH IN ECONOMICS AND STATISTICS

REIMBURSEMENT OF TRAVEL EXPENSES

Only economy class tickets are covered as well as your accommodation. Food related expenses are not covered.

Note that the hotel will send us directly the invoice. One night will be covered for visitors coming from Europe and two nights for visitors who come from further away.

Please keep all **ORIGINAL** receipts (tickets, taxis,...) and send them, along with the claim form to :

Pierre Jeurissen
ULB - ECARES
Université Libre de Bruxelles - CP 114/04
Avenue F.D. Roosevelt, 50
B-1050 Bruxelles

For trips by plane and train, please send us the original receipts **AND** the invoice of the travel agency, except for e-tickets (please give us these e-tickets).

IMPORTANT: ULB requires boarding passes too! In case of electronic boarding passes, please print a copy or save them as a PDF file that you can send to pierre.jeurissen@ulb.ac.be. If the boarding passes are not available, please provide a proof of payment (credit card or bank statement). If neither of these can be submitted, join a sworn statement with your claim (emails won't be accepted as sworn statements).

We will **NOT** be able to reimburse you unless you provide these documents.

Reimbursements will be made on personal bank account only. Due to administrative burden, we are not able to make payments to your institution.

Do not forget to give us your **PRIVATE ADDRESS, THE COMPLETE INFORMATION CONCERNING YOUR BANK** and **A PHOTOCOPY OF YOUR PASSPORT** (1st page)

Sorry for imposing this administrative burden on you.

Should you have any questions, do not hesitate to contact Pierre.

Thank you.

Bram De Rock
Director