

# REIMBURSEMENT FORM

## Doctoral School in Life Sciences

**Please join original documents**  
 Tickets pasted on A4, no staples

All expenses should be approved beforehand !

### Beneficiary address

Name:	Bank Name:
First Name:	Bank City:
Street:	Account n°:
NPA City:	IBAN obligatory:
Country:	SWIFT/BIC:

**Details of the reimbursement** (location and title of congress, course, seminar, office supplies, registration fee, etc.)  
 Transports: train, flight, bus will usually be reimbursed on the basis of the train ticket 2nd class, half-fare price).


### Description:

TEXT	CHF	£ / \$/ €	Amount Other Currency	Change rate	Account
<b>TOTAL</b>					
Place and date :	<b>TOTAL</b>				

**Please don't fill in this part !**

### Important :

Formulaire à retourner au **bureau de la comptabilité générale** dûment signé par la personne responsable muni **de tous les justificatifs originaux** permettant la validation du paiement.

N° ENGAGEMENT	N° CENTRE DE COÛTS
VISA BCG	VISA RESPONSABLE
	DATE DE RECEPTION

à remplir par la comptabilité \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_