

Statement of Expenses

Personal details

Please type or print in capital letters in English

Family Name		First Name
Institution		
Address		
Phone	Fax	E-mail
Meeting/event		
Date of event	Location	For ESMO Committee

ESMO Expense Policy: ESMO will reimburse reasonable expenses in connection with ESMO meeting activities, and for legal reasons this can only be done against original invoices/vouchers (for air e-tickets, enclose boarding pass receipt). ESMO's reimbursement comprises transportation from your home to the meeting location and back (airfare and train fare; car = train fare if nothing else is agreed upon beforehand; taxi, and parking at airport/railway station), and hotel accommodation. Personal, travel and luggage insurance is neither reimbursed by ESMO nor ESMO's responsibility.

Expense items (only ORIGINAL bills or vouchers will be reimbursed)

Currency used	
Food & Drinks	
Honorarium	
Travel+Park, etc.	
Hotel	
Other, specify	☐ Please send me a check for the above amount, deducting the bank charges (approx. 100 EUR)
Total	☐ Please transfer the amount to the following bank account:

Bank Account (IBAN number + BIC code mandatory for EU + EFTA countries)

Please type or print in capital letters in English

Account no. / IBAN
Name, account holder
Name of bank
Branch
City
BIC
SWIFT
Country

For office use only

Return the completed form to

ESMO Head Office
Via Luigi Taddei 4, 6962 Viganello-Lugano
Switzerland

within 4 weeks after the given event
(if received later, reimbursement cannot be expected).