

# REIMBURSEMENT FORM<sup>1)</sup>

Amsterdam UMC Research BV

Name <sup>2)</sup> :	Room no.:	
Address:	Employee	
Postal code & city:	AMR / AMC	
IBAN*:	Email:	Date:

## Congress expenses

Congress name <sup>3)</sup> :
Place & date:

Type of expense	Amount	Receipt no. <sup>4)</sup>	Bank st. no. <sup>5)</sup>
Registration fees	€		
Transport (tickets, public transport, taxi)	€		
Lodging & meals	€		
<b>Subtotal</b>	€		

## Travel expenses

When claiming expenses for multiple trips and/or multiple travel days, please specify them in a separate overview and copy the totals in the boxes below.

Purpose of expenses <sup>3)</sup> :
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Type of expense	Amount	Receipt no. <sup>4)</sup>	Bank st. no. <sup>5)</sup>
<b>Subtotal</b> travel expenses by private car <sup>6)</sup> (total kilometers x €0,28)	€		

Type of expense	Amount	Receipt no. <sup>4)</sup>	Bank st. no. <sup>5)</sup>
<b>Subtotal</b> travel expenses by public transport <sup>7)</sup>	€		

<b>If foreign bank account</b>			
BIC/SWIFT code	€		
Bank name and address	€		
	€		

## Other expenses

Description	Amount	Receipt no. <sup>4)</sup>	Bank st. no. <sup>5)</sup>
	€		
	€		
	€		
<b>Subtotal</b>	€		

**Total reimbursement** €

I have read the conditions on the back and applied the conditions to reimbursing these costs.

Projectnumber <sup>8)</sup> :	<b>Approval projectleader/PI/head of department<sup>8)</sup>:</b>	
	Name:	Date:
	Signature:	

Upload this form and your maximum 2 receipts and 2 copies of your bank statement with the transaction visible to:

# CONDITIONS FOR CLAIMING EXPENSES



Please follow the following conditions and tips so that we can process your claim as fast as possible.

1. The expenses are yours and you have paid for them. You will hand in the claim form within 12 months after paying for the expenses.
2. You have filled in your name, address, place of residence, e-mail address, and bank details correctly. If you are an AMR employee, please also state the IBAN number of your bank account on which you receive your salary.
3. Fully and correctly state your reasoning for the expenses, by stating the relation between the expenses and your employment. A short matter-of-fact motivation is sufficient, such as: patient visits, data collection, or appointments with person X/organisation Y.
4. Please also attach the original invoices, receipts, and public transport tickets. Please number all invoices and receipts and write down the corresponding number in the column *receipt no.* An order confirmation, purchase, reminder or notice is not an invoice and does not fulfil the requirements as stated by the tax authority. Did you not receive an invoice or receipt in the first place? Please request these before submitting the form.
5. A print screen or copy of your bank statement can function as a proof of payment, as this is proof that you have personally paid for the expenses. The concerning transaction, your bank account number, and your name must be visible on the copy or print of your bank statement. A proof of payment is necessary in case of the following: the amount is in foreign currency and paid for by card; and/or the amount exceeds €250,00; and/or the invoice(s) contain a different name than yours. Please also number the proof of payment when needed and write down the corresponding number in the column *bank st. no.*
6. It is possible to receive an allowance of €0,28 per kilometre travelled. Please specify these travel expenses made by private car in a separate overview with postcodes, mileage and travel dates (also see the intranet format).
7. Please specify the travel expenses public transport with the public transport tickets. When you travel using an OV chip card, a transaction overview of your OV chip card functions as proof of a valid transport ticket. Such an overview can be found online. You have to report to the OV chip card company that your transactions are allowed to be registered. Please have a look at [www.ov-chipkaart.nl](http://www.ov-chipkaart.nl) for more information. Such a transaction overview is also possible when travelling with an anonymous OV chip card.
8. Make sure that the section for a project number has been completed and that the form contains a signature by an authorised person. You, as claimant, cannot approve of your own claim form. If you are a project supervisor yourself, your PI or head of department can sign the form for you.

\* Please note that we need the following information in case of a foreign bank account:

- IBAN or account number;
- BIC/SWIFT code;
- bank name and bank address.

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## Other tips:

- Do you want to claim expenses paid for in cash with foreign currency? Use the official conversion rate of the day on which the expenses were made and attach a copy to the claim form.
- Have you shared certain expenses with a colleague? One of you can hand in a claim form containing the original receipt/invoice, while the other can hand in a claim form containing copies of these documents. Make sure to refer to the colleague handing in the original documents.
- We understand that it is important that expense claims are paid promptly. We therefore process expense claims within two weeks. The claim then has to be approved for payment by the project controller. Remember also that the payment run is carried out on Thursdays. Expense claims, as long as they are "first time right", are normally paid within 30 days.
- If you are unable to follow one or more of the conditions above, we ask you to briefly explain below why this is not possible:

## 30% facility and claiming expenses

In case you make use of the 30% facility and you are sent abroad for a certain period, all reimbursements for extraterritorial costs (travel and accommodation costs) have to be processed by the payroll department. You can send the reimbursement form by email to [sa-amr@amc.nl](mailto:sa-amr@amc.nl). The reimbursement will be paid gross with your salary.