

APPENDIX to EONS Travel Policy

For claiming the reimbursement of travel expenses, you need to provide the following documents:

1. Travel Expense Claim: correctly filled and signed, in PDF format (not Excel file)
2. Flight or train ticket: invoice confirming the traveling time and payment
3. Additional Travel: Train/bus tickets for travelling to and from the airport – if applicable
4. Accommodation: invoice, in the name of traveller, confirming the timeframe of the stay and payment
5. Receipts/Subsistence: each receipt to be scanned individually (in a readable manner) and listed on each line of the Travel Expense Claim (receipts in different currencies cannot be added together)
6. Merge all files and receipts into one PDF
7. Naming convention for your pdf
8. Send your claim to EONS Finance inbox: eons.finance@cancernurse.eu

1. Travel Expense Claim

Open the Excel sheet:



EONS Travel Expense
Claim_2023b.xlsx

Fill in **meeting details**, who is to be reimbursed (individual or organisation) - as per example:

Meeting Details			
Meeting Name:	HAPPY CONGRESS	Meal provided during meeting:	<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner
City:	Brussels	Date:	02/06/2023 - 03/06/2023
Person or Entity to be Reimbursed (check which applies)			
<input checked="" type="checkbox"/> Myself <input type="checkbox"/> Organisation			
Individual or Organisation (where applicable) Information			
First name:	John	Surname:	Smith
Organisation	(only if box Organisation ticked on line 15): →		
Address:	(personal or organisation depending on who should be reimbursed as chosen on line 15)		
Street:	Cool Street 23		
Postcode:	12354	City:	Sin City
Country:	Lalaland		
Email Address:	j.smith@gmail.com		

Financial Information:

Bank Details	
Name on Account:	John Boba Smith
Account Currency: ISO Currency Codes	GBP
Bank Name:	High Scotland Bank
IBAN:	GB15HBUK40127612345678
IBAN calculator: IBAN Calculator online	use the IBAN calculator link, if you are not sure of your International Bank Account Number (IBAN)
SWIFT/BIC Code:	HBUKGB4B

Name on Account: State the name of the account holder as it is recorded with your bank.

Account Currency: This tells us in which currency is the bank account provided set up. If you state EUR on the form, but your bank account is actually set up in GBP/SEK/CZK (or other) the payment will be rejected by the beneficiary bank and your bank will also charge a fee to retrieve it – so it is important to make sure this is correct.

Bank Name: A common financial detail required to send/receive an international bank transfer.

IBAN: International Bank Account Number, is a standardised format used for identifying bank accounts internationally. IBAN plays a crucial role in ensuring accurate and secure international transactions. It is important to provide the correct format of IBAN when submitting bank transfer information to ensure seamless and error-free financial transactions.

IBAN Calculator: The IBAN Calculator links to a special software developed to convert a domestic bank code and account number into an IBAN.

SWIFT/BIC Code: A SWIFT code is an international bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC).

Fill in receipts details:

Example	Date	Details of Claim	Cost type choose from dropdown menu	Currency ISO code	Amount in Foreign Currency	Exchange Rate (see XE.com)	Amount in Euros
	06/12/2022	London - Brussels - London - Flight	Travel	GBP	12	1.15	€ 13.80
1	30/05/2023	Dublin - Barcelona-Flight	Travel	GBP	274.84	1,1562	€ 317.77
2	30/05/2023	Taxi (home to aircoach & return (£11.40 & 11.60))	Travel	GBP	23	1,1562	€ 26.59
3	30/05/2023	Aircoach 1) Belfast - Dublin airport £14 and	Travel	GBP	14	1,1562	€ 16.19
4	31/05/2023	Aircoach 2) Barcelona airport - hotel €6.75	Travel				€ 6.75
5	01/06/2023	Lunch at university Day 1 €11.55 & €1.1	Subsistence				€ 12.65
6	02/06/2023	Lunch at university Day 2 €6.69	Subsistence				€ 6.69
7	02/06/2023	Main meal Day 2: 19.80	Subsistence				€ 19.80
8	30/05/2023	Breakfast -Dublin airport (30/5/23)	Subsistence				€ 29.27
9	02/06/2023	dinner Barcelona airport (2/6/23)	Subsistence				€ 15.22
10	30/05/2023	Main meal (Day 1: 26.75	Subsistence				€ 26.75
11	31/05/2023	Travel card - 10 journeys (from hotel to university)	Travel				€ 10.00
12							
Total Amount Submitted in Euros							€ 487.68

◀ To add lines, insert new rows above this one and copy formulas down.

- Do not overwrite grey line (example) with data
- Each receipt is to be recorded on single line, with correct date and amount as on the receipt
- Do not mix (add up) receipts in different currencies
- Choose correct cost type from the drop down menu
- If more lines are needed, add to the bottom of the table
- If receipt in different currency than €
 - Fill in currency ISO code in the correct column
 - Fill in the amount as stated on the receipt – in the given currency
 - Use the currency to EUR exchange rate for the date of the receipt
 - The formula for calculation to EUR is done automatically

	Date	Details of Claim	Cost type choose from dropdown menu	Currency ISO code	Amount in Foreign Currency	Exchange Rate (see XE.com)	Amount in Euros
Example	06/12/2022	London - Brussels - London - Flight	Travel	GBP	12	1.15	€ 13.80
1	30/05/2023	Belfast - Barcelona-Flight	Travel	274,85			€ 316,08
2	30/05/2023	Taxi (home to aircoach & return (£ 11.40 & 11.60))	Travel	23			€ 26,45
3	30/05/2023	Aircoach 1) Belfast - Dublin airport £14 and 2) Barcelona airport - hotel €6.75	Travel				€ 22,85
4	30/05/2023	Breakfast -Dublin airport (30/5/23) and dinner Barcelona airport (2/6/23)	Subsistence				€ 29,27
5	31/05/2023	Lunch at university Day 1 and Day 2 (£11.55 & 1.1 & 6.69)	Subsistence				€ 19,34
6	30/05/2023	Main meal (Day 1 : 26.75 & Day 2 : 19.80)	Subsistence				€ 46,55
7	31/05/2023	Travel card - 10 journeys (from hotel to university)	Travel				€ 10,00
8	31/0/23	Lunch					
						Total Amount Submitted in Euros	€ 470,54

Date and signature

23 Jun 2023



Please sign the form and save (together with your receipts/invoices) as **1 pdf** and mail to:
econs.finance@cancernurse.eu

[illegible]

The pdf format of your Travel Expense Form will be merged with your receipts - scanned to PDF. (See 5. below for how to do this.)

2. Flight or train ticket invoice:

To properly track and document travel expenses, it is required that all flights are booked online, either directly with the airline or an online travel platform.

Additionally, it is important to ensure that an **invoice** is provided for each flight purchase, rather than a booking confirmation or e-ticket – those are not considered invoices.

The invoice should include the name of traveller (or a company purchasing the ticket – this must match the company name on the Travel Expense Form) cost of the flight, purchasing **company VAT number** (where applicable), taxes, and fees, as well as any additional services purchased.

(low-cost airlines, such as Ryan Air do not provide invoices, hence in this case it is permitted to include flight booking with name/price and the copy of boarding passes (if you use electronic boarding passes, make a screenshot).

Failure to provide a proper invoice may cause delays in reimbursement or the rejection of the expense claim. To avoid such issues, all travellers are strongly advised to carefully review their flight invoices for accuracy and completeness.

3. Examples: Flight, bus and tram



INVOICE KLB0018664088 dated 2023-02-22

KLM ROYAL DUTCH AIRLINES
DELEGATION REGIONALE BENELUX
SERVICE FINANCIER
523 LOUZALAAN
1050 BRUXELLES
BELGIUM

KLM ROYAL DUTCH AIRLINES IATA N°: 08493181

Irena Rollo
European Oncology Nursing Society
Clos de Chapelle-aux-Champs 30
BLSI bte 1.30.30
1200 Brussels
BELGIUM

Your Intra-Community VAT NB: BE0723635143

ISSUING DATE	DOCUMENT NUMBER	PASSENGER NAME	REFERENCES	TRAVEL DATE	TYPE OF SERVICE	QTY	EXCLUDED TAX AMOUNT	VAT RATE	VAT AMOUNT	CARRIER SURCHARGE	OTHER TAXES	GROSS AMOUNT
2023-02-22	071410030885	DE MONTIER JOHAN MR		2023-02-22	International Air Total	1		0.00	0.00	4.00		
2023-02-22	071410030884	ROLLO IRENA MRS		2023-02-22	BRUSSELS / AMSTERDAM / HELSINKI / AMSTERDAM / BRUSSELS International Air Total	1		0.00	0.00	4.00		

Tax references	VAT amount	Tax base

Legal mentions
N/A
Legal payment mentions
N/A

EUR
Total VAT excluded 30
Total VAT 0.00
Total carrier surcharge 3
Total other taxes 6
NET TO YOUR DEBIT 39
Payment
VISA Card
Total Paid Amount

KLM Royal Dutch Airlines
KvK nr. 33014286
BTW nummer: NL004983259B01

INVOICE KLB0018664088 dated 2023-02-22 PAGE 1/1



RECEIPT - EBUS TICKET

Matkahuolto's eBus Ticket is a paperless ticket. The driver will verify your right to travel based on the name or personal identifier given by you.

Reservation number: 2191292

Identifier: Irena Rollo
Johan De Montier

HELSINKI-VANTAA AIRPORT TRAVEL CENTRE - TURKU BUS STATION, WED 22.2.2023, AT 18:00 - 20:45

1. PART OF JOURNEY:

Helsinki Vantaa Airport Travel Centre (18:00) - Turvesolmu (18:22)

Bay 13

No booking of seats

Service Helsinki-Vantaa - Turvesolmu (Salo/Turku)

Operator: J. Vainion Liikenne Oy

2. PART OF JOURNEY:

Turvesolmu (18:25) - Turku bus station (20:45)

Stop Turvesolmu (E2506)

Seat reservation row 3 seat B, row 3 seat C

Service Helsinki - Turku

Operator: J. Vainion Liikenne Oy

TICKETS	AMOUNT	PRICE PER ITEM	VAT%	VAT €
Online discount (Outward)	2 pc	€	0%	0,00 €

Total
Price excluding VAT
VAT 0 %
Mode of payment:
Date:
Recipient:

0,00 €
~ ,1 €
0,00 €
Charge card
21.3.2023 at 8:03
Oy Matkahuolto Ab, Domicile: Helsinki, Business ID 0111393-9

Matkahuolto.fi Terms and Conditions



3. Accommodation

- Invoice must be issued to: traveller's name (if the reimbursement is to an individual)
Or,
- To a company (if the reimbursement is claimed by a company/institution)

KUPITTA
HOTEL & SPA

Guest Name : Irena Rollo
Company :
Address : 10000 Avenue de la Route C
: Ms Irena Rollo
EONS - European oncology
nursing society
Clos de Chapelle-aux-Champs
30

Room No : 303
Arrival : 22.03.23
Departure : 24.03.23
Cashier : 39010
Folio No : 64746
Ar :
Invoice No :
Ref :

Receipt
Original Sokos Hotel Kupittaa, Turku 24.03.23

Date	Description	Qty	Sum
22.03.23	Accommodation	1	127.00
23.03.23	Accommodation	1	127.00
24.03.23	Visa/EuroCard/MasterCard/First Card	1	-254.00

XXXXXXXXXXXX780 XXXX

Due Amount: 0.00

VAT %	Net EUR	Val EUR	Gross EUR
14% breakfast	10.53	1.47	12.00
10%	220.00	22.00	242.00
Total	230.53	23.47	254.00

4. Receipts/Subsistence

When you're traveling to an EONS event, meeting, workshop etc., keeping track of your expenses is crucial. One way to do this is by scanning your receipts and saving them in a digital format. Here are some tips for scanning your receipts effectively:

Scan each receipt individually: When you have a stack of receipts to scan, it can be tempting to put them all in the scanner at once. However, it's better to scan each receipt individually. This ensures that each receipt is clear and easy to read.



Use a scanner app on your smartphone: You don't need a dedicated scanner to scan your receipts. There are plenty of scanner apps available for your smartphone that can do the job just as well. Simply take a picture of the receipt **using the app** and save it as a PDF or image file.

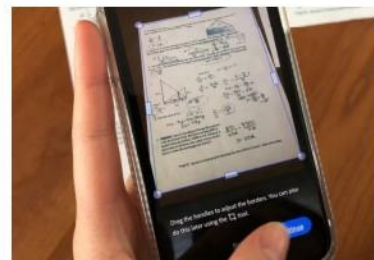
TIP: We recommend using Adobe Scan App on your smartphone (it's free)



1 Install and open Adobe Scan on your device.



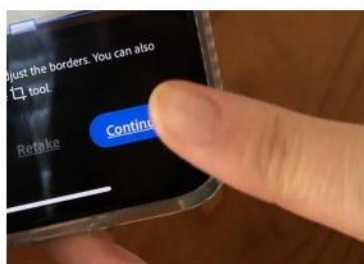
2 Hold your device steady above a file until the scan is captured.



3 After scanning, you can adjust the borders of your document.



4 If you have another page to scan, repeat Steps 2 and 3 until you have scanned all your pages.



5 Tap Continue when you're done.



6 You can now preview your scan, reorder pages, or crop pages.



7 Tap Save PDF when you're done.



8 You can now rename your PDF.



9 Share or save your file to Google Drive, Dropbox, or your computer.

Turn Paper to PDF. Scan anything in a snap. Here's how:

Please be sure to cross out any items on your receipts that EONS does not refund (e.g., alcoholic beverages, food for partners, spouses, etc.) and deduct these expenses from the final receipt amount.

When individuals seek reimbursement for a corporate/business lunch or dinner as the host, it is essential to provide a receipt along with a comprehensive **list of participants' names for the event**. Failure to include this information would result in EONS being unable to reimburse the expenses due to insufficient documentation to validate the expenditure.

5. Merge all files and receipts into one PDF

You have two pdfs:

Your Travel Expense Claim
saved as pdf...



Ministry of Education and Science

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Happy Meeting

Location: _____

City: _____ **Date:** _____

Meeting content: _____

Chairman: _____ **Co-chair:** _____

Other: _____

18.04.2023

First name: _____ **Initials:** _____

Address: _____

Phone: _____ **Mobile:** _____

E-mail: _____

Topic: _____

Subject: _____

Other: _____

Name of the person: _____

Position: _____

Address: _____

Phone: _____ **Mobile:** _____

E-mail: _____

Name of the person: _____

Position: _____

Address: _____

Phone: _____ **Mobile:** _____

E-mail: _____

No.	Name of the person	Position of the person	Date	Time	Place	Other
18.04.2023	Happy Meeting	Chairman	18.04.2023	10.00	18.04.2023	18.04.2023
18.04.2023	Happy Meeting	Co-chairman	18.04.2023	10.00	18.04.2023	18.04.2023
18.04.2023	Happy Meeting	Other	18.04.2023	10.00	18.04.2023	18.04.2023

Signature and Date: _____

For Official Use: _____

Signature: _____

Name of the person: _____

Position: _____

Address: _____

Phone: _____ **Mobile:** _____

E-mail: _____

...and your receipts
(all in 1 pdf)



You need to merge the two documents together.


We recommend using any free only tool, e.g.: https://www.ilovepdf.com/merge_pdf

6. Name each Travel Expense Claim with a clear, descriptive title:


Use a preferred naming convention -->

"YYYYMMDD YOURSURNAME NAMEOFEVENT."

20230530_Paz Fernandez_ECND2023_EUR.pdf

 20230528_PehlivanSaribudak_ECND2023_EUR.pdf

 20230531_Rollo_ECND2023_EUR.pdf

 20230530_Trigoso_ECND2023_EUR.pdf

7. Send your claim to EONS Finance inbox:

eons.finance@cancernurse.eu