**TRAVEL AND SUBSISTENCE COST REPORT**

Project Code No: ....................

The Scientific Responsible: ......................................................

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| --- |
| Further to the commitment decision resulting from the last adopted annual budget. |

**Claimant’s Data**

Name/Surname: ....................................................................., Father’s Name: ....................

Title: ..........................................................................

No of VAT or Passport: ............................., Tax Office: ........................

Address: .................................................., Postal Code: ....................., City: ..........................

Tel.: ............................................

e-mail: ……………………………………

ΙΒΑΝ: .....................

**Date of departure & arrival:**

Dates of travel purpose: ........................

Place of departure and destination: ..............

Mean**s** of Transport: .......................

**Goal-subject of travelling:** ....................……………….......................

Project cost category: ............................(to be completed only for EU funded projects)

**TRAVEL COSTS**

|  |  |
| --- | --- |
| **COST CATEGORIES** | **AMOUNT IN EURO** |
| Tickets....................... |  |
| Tickets ....................... |  |
| Mileage allowance: ..... (distance in km)\* ......(unit cost of mileage allowance) |  |
| Hotel |  |
| Conference registration fees |  |
| Subsistence cost: ...... days \* ......€/day |  |
| **TOTAL AMOUNT** |  |
| **Tax Deductions** **(filled by SARF)** | |
| .......... |  |
| .......... |  |
| **Payable amount** |  |

**I, the claimant, DO HEREBY DECLARE THE FOLLOWING:**

1. Receipts and boarding passes submitted as supporting documents for the specific travel, either as digital document printouts or as copies of originals, will not be submitted and will not be reimbursed by any body other than the Special Account for Research Funds of the University of Crete.

2. In case of travel by private car, I certify that I used my private car with registration number: ………….

3. I am aware that the notification of my personal data – not sensitive (name, payment amount, contract abstract) on the website of the program “Diavgeia” of the National Printing House is necessary, according to the provisions of L.3861/2010, in order to receive my due amount as defined by the law.

**The Claimant**

........................

**Required documentation to be attached** (note √ ):

|  |  |
| --- | --- |
| 1)  Approval of travel (according to the provisions of L4336/2015\*)  2)  Program of Conference  3)  Agenda of Meeting  4)  Certification of Attendance | 5)  Invitation  6)  Relevant mailing  7)  Minutes of meeting  8)  Activity Report  9)  Other (note) ...................……................. |

The traveler (note √ ): □ is a member of the research team or □ is invited. The travel took place on my order. I approve the travel and subsistence cost report and ask for the payment of the above expenses.

The Scientific Responsible

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*(signature)*

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| --- | --- | --- |
| ΤΜΗΜΑ ΠΑΡΑΚΟΛΟΥΘΗΣΗΣ ΕΡΓΩΝ  Η μετακίνηση ελέγχεται σύμφωνα με (σημειώστε √ ):  α)  Τον Οδηγό Διαχείρισης του ΕΛΚΕ ΠΚ  β)  Τις διατάξεις του Ν. 4336/2015**\***  γ)  Το πλαίσιο του χρηματοδότη  Ενδεχόμενες παρατηρήσεις:  ..…………………………………................  ..…………………………………................  Ονοματεπώνυμο/Υπογραφή  …..………..………………………….. | **Πρωτόκολλο Εντολής Πληρωμής**  ……….......… | ΕΛΕΓΧΟΣ ΔΙΚΑΙΟΛΟΓΗΤΙΚΩΝ  ΚΑΙ ΑΡΙΘΜΗΤΙΚΩΝ ΠΡΑΞΕΩΝ  Ημερομηνία παραλαβής ……….………  Ενδεχόμενες παρατηρήσεις:  ..…………………………………................  ..…………………………………................  ..………………………………….............…  Ονοματεπώνυμο/Υπογραφή  …..………..…..………………….. |

\*Στις διατάξεις του Ν.4336 δεν εμπίπτουν μόνο έργα που χρηματοδοτούνται αποκλειστικά από Ευρωπαϊκή Ένωση ή διεθνείς οργανισμούς ή ιδιωτικά κονδύλια ή ίδιους πόρους.