To

Oliver Emmes

FORUM SYNERGIES aisbl

Rue de Sceptre 10

B-1050 Bruxelles

*Name and address of the participant Place, date*

 *place, duration*

**Occasion: FS SCHOLARSHIP 2020** *fill in your name: host/ trainee*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Receipt 1[[1]](#footnote-1) |  |  |  |  |
| Receipt 2 |  |  |  |  |
| Receipt 3 |  |  |  |  |
| Receipt 4 |  |  |  |  |
|  | *Add further lines in case needed* |  |  |  |
|  | total |  |  |  |

After having provided all original documents (all tickets, receipts, boarding passes) I hereby kindly ask Forum Synergies for reimbursement of expenses as according to in the financial plan and contract “*fill in the file name of the contract*".

* Please pay the total amount of .............. € to the following banc account:

|  |  |
| --- | --- |
| IBAN |  |
| BIC/ SWIFT |  |
| Name of the banc |  |
| Name of the account holder |  |

* I have received the total amount of ................. € in cash.

Signature, date

……………...……………………, ……........…

1. *All mentioned original documents added to this letter* [↑](#footnote-ref-1)