



to be completed by Financial Department only

DATUM DOCUMENT NUMMER TOTAAL KOSTENNOTA

NAME <input type="text"/>	BANKACCOUNT / IBAN <input type="text"/>
FIRST NAME <input type="text"/>	BIC / SWIFT <input type="text"/>
LEGAL ADDRESS <input type="text"/>	ABA ROUTING NUMBER <input type="text"/>
<input type="text"/>	BSB NUMBER <input type="text"/>
<input type="text"/>	BANK NAME <input type="text"/>
RESIDENCE ADDRESS <input type="text"/>	BANK ADDRESS <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
NATIONALITY <input type="text"/>	
SPOUSES NAME <input type="text"/>	
E-MAIL <input type="text"/>	

[CLICK HERE FOR INFORMATION ABOUT REQUIRED BANK DETAILS](#)

UA EMPLOYEE PART-TIME YES NO EMPLOYMENT % ACCOUNTING KEY DEPT UNIT ACTIVITY / PROJECT

NO UA RELATIONSHIP PROJECT TASK

REMUNERATION

DATE	JOB DESCRIPTION	CALCULATION	TOTAL

MULTIPLE PAYMENTS PER YEAR NO YES (YES = CONTACT UA LEGAL AUTHORITY FOR CONTRACT AGREEMENT)

TRAVEL EXPENSES

DATE	LOCATION		MODE OF TRANSPORT	CAR		T - T - B * PARKING **	TOTAL	REASON FOR RELOCATION
	DEPARTURE	ARRIVAL		TOTAL MILEAGE	RATE / KM			

*/** attach original voucher(s)

ACCOMMODATION EXPENSES

LOCATION COUNTRY / CITY	PERIOD ARRIVAL DATE / DEPARTURE DATE	REASON FOR STAY	AMOUNT	DAILY ALLOWANCE	TOTAL

attach original voucher(s)

OTHER EXPENSES

DATE	DESCRIPTION	TOTAL

attach original voucher(s)

PERSON TO CONTACT _____

the beneficiary confirms that he/she is acting as a self-employed person and is aware of the social security obligations this status entails and has taken note that earnings are reported to the Department of Direct Taxation and declares to be exempt from VAT in relation to this activity

NAME BUDGET MANAGER


TOTAL ON BANKACCOUNT


SIGNATURE - BENEFICIARY

SIGNATURE - BUDGET MANAGER

INFORMATION ABOUT REQUIRED BANK DETAILS REGARDING INTERNATIONAL PAYMENTS

PAYMENTS INSIDE EUROPE


BENEFICIARY	BANK
IBAN <input type="text"/>	BIC <input type="text"/>
SEPA MANDATORY FROM FEBRUARY 1st, 2014	(SEE LIST "EUROPEAN IBAN COUNTRIES") 



PAYMENTS OUTSIDE EUROPE *EXCLUDING PAYMENTS TO U.S.A.*

BENEFICIARY	BANK
BANK ACCOUNT NUMBER <input type="text"/>	SWIFT <input type="text"/>

EXCEPTION **AUSTRALIA & CANADA**
EXTRA INFORMATION: **BANK** **BSB NUMBER**

THE IBAN-CODE IS REQUIRED IN SOME NON-EUROPEAN COUNTRIES (SEE LIST "NON-EUROPEAN IBAN COUNTRIES")


FOR PAYMENTS MADE IN USD OUTSIDE THE U.S.A, NAME AND FULL ADDRESS OF THE BENEFICIARY IS REQUIRED

PAYMENTS TO U.S.A.

BENEFICIARY	BANK
BANK ACCOUNT NUMBER <input type="text"/>	SWIFT <input type="text"/>
NAME <input type="text"/>	ABA ROUTING NUMBER <input type="text"/>
ADDRESS <input type="text"/>	

EXCEPTION SMALL BANKS (CREDIT UNION, UNIVERSITY STATE BANK ...) DON'T HAVE A SWIFT-CODE THEREFORE THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:
BANK **NAME**
ADDRESS

BECAUSE THESE BANKS DON'T HAVE CORRESPONDENT BANKS IN EUROPE, PAYMENTS MUST BE MADE IN USD ONLY !

EXPLANATION OF ABBREVIATIONS

- ABA** AMERICAN BANKERS ASSOCIATION NUMBER
- BIC** BANK IDENTIFIER CODE
- BSB** BANK STATE BRANCH NUMBER
- IBAN** INTERNATIONAL BANK ACCOUNT NUMBER
- SEPA** SINGLE EURO PAYMENTS AREA
- SWIFT** SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION

EUROPEAN IBAN COUNTRIES

Country	Length	Country codes
Albania*	28 an	AL
Andorra*	24 an	AD
Austria*	20 an	AT
Belgium*	16 an	BE
Bosnia and Herzegovina	20 an	BA
Bulgaria*	22 an	BG
Croatia	21 an	HR
Cyprus*	28 an	CY
Czech Republic*	24 an	CZ
Denmark*	18 an	DK
Estonia*	20 an	EE
Faroe Islands*	18 an	FO
Finland*	18 an	FI
France*	27 an	FR
Georgia*	22 an	GE
Germany*	22 an	DE
Gibraltar*	23 an	GI
Greece*	27 an	GR
Greenland*	18 an	GL
Guernsey	22 an	GB
Hungary*	28 an	HU
Iceland*	26 an	IS
Ireland*	22 an	IE
Isle of Man	22 an	GB
Italy*	27 an	IT

Country	Length	Country codes
Jersey	22 an	GB
Latvia*	21 an	LV
Liechtenstein*	21 an	LI
Lithuania*	20 an	LT
Luxembourg*	20 an	LU
Macedonia	19 an	MK
Malta*	31 an	MT
Moldova*	24 an	MD
Monaco	27 an	MC
Montenegro	22 an	ME
Netherlands*	18 an	NL
Norway*	15 an	NO
Poland*	28 an	PL
Portugal*	25 an	PT
Romania*	24 an	RO
San Marino	27 an	SM
Serbia	22 an	RS
Slovakia*	24 an	SK
Slovenia*	19 an	SI
Spain*	24 an	ES
Sweden*	24 an	SE
Switzerland*	21 an	CH
Ukraine	29 an	UA
United Kingdom*	22 an	GB

Countries where IBAN is mandatory in cross border payments are marked with an asterisk *.

NON-EUROPEAN IBAN COUNTRIES

Country	Length	Country codes
Algeria	24 an	DZ
Angola	25 an	AO
Azerbaijan*	28 an	AZ
Bahrain*	22 an	BH
Benin	28 an	BJ
Brazil	29 an	BR
British Virgin Islands	24 an	VG
Burkina Faso	27 an	BF
Burundi	16 an	BI
Cameroon	27 an	CM
Cape Verde	25 an	CV
Central African Republic	27 an	FR
Congo	27 an	CG
Costa Rica	21 an	CR
Dominican Republic	28 an	DO
Egypt	27 an	EG
French Guiana	27 an	FR
French Polynesia	27 an	FR
Gabon	27 an	GA
Guadeloupe	27 an	FR
Guatemala	28 an	GT
Iran	26 an	IR
Israel*	23 an	IL

Country	Length	Country codes
Ivory Coast	28 an	CI
Kazakhstan	20 an	KZ
Kuwait*	30 an	KW
Lebanon*	28 an	LB
Madagascar	27 an	MG
Mali	28 an	ML
Martinique	27 an	FR
Mauritania*	27 an	MR
Mauritius	30 an	MU
Mozambique	25 an	MZ
New Caledonia	27 an	FR
Pakistan	24 an	PK
Palestine, State of*	29 an	PS
Réunion	27 an	FR
Saint-Pierre and Miquelon	27 an	FR
Sao Tome and Principe	25 an	PT
Saudi Arabia*	24 an	SA
Senegal	28 an	SN
Tunisia*	24 an	TN
Turkey*	26 an	TR
United Arab Emirates*	23 an	AE
Wallis and Futuna	27 an	FR

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