



BARCODE

PROC/AB/008/F1

€

to be completed by Financial Department only

DATE [] DOCUMENT NUMBER [] TOTAL AMOUNT []

NAME [] BANKACCOUNT / IBAN []
 FIRST NAME [] BIC / SWIFT []
 LEGAL ADDRESS [] ABA ROUTING NUMBER []
 [] BSB NUMBER []
 RESIDENCE ADDRESS [] BANK NAME []
 [] BANK ADDRESS []
 []
 NATIONALITY []
 NATIONAL REGISTER NR []
 SPOUSES NAME [] E-MAIL []

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

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

RENUMERATION

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	TOTAL MILEAGE	RATE / KM	T - T - B * PARKING **	TOTAL	REASON FOR RELOCATION
	DEPARTURE	ARRIVAL						

*** attach original voucher(s)

ACCOMODATION 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