

ISB International Festival

Expense Reimbursement Form

Deadline: 6 December 2019

Total Amount: € _____ Date of Expense _____

Payable to (Name and Last name) _____

Bank Transfer to IBAN: BE____ - _____ - _____ - _____

Please list the expenses to be reimbursed and attach all proof of expense (eg. till receipt, store invoice, etc.). If more than one, please number the receipts clearly (1 – 6) and attach them in numerical order for ease of checking. If you have more than 6, please use another form. If receipts are not in Euro, please use www.oanda.com to convert currency by date on each receipt.

Receipt No	Purchased from (eg. name of the store)	Foreign currency amount	Amount in €
1			
2			
3			
4			
5			
6			
		Total	€

Country Booth _____

Name and Last name _____

Phone _____ Email _____

Signature _____

Head of Booth (Full name + Signature): _____

Please email this form with scanned receipts to the FA Treasurer at treasurer@isbfa.be.

Payment can only be made if the form is signed and all supporting documentation is attached. The person requesting payment should initial the supporting documentation to show that they have examined it fully and agree that it is a valid FA International Festival expense. Please email treasurer@isbfa.be with questions.