



Information on Reimbursement (Workshops and Conferences)

Dear Guest,

we are pleased to welcome you to the workshop/conference on

Interactions within the Family: Collective Approach and Bargaining Models

and wish you an interesting and productive stay. Please carefully read the information below because it affects your reimbursement.

1.) Travel costs

Visitors will be reimbursed for flights in the 'Economy Class' or Second Class train voyage. Travel by car is reimbursed with 0,15 Cent/km, we do not reimburse fees for the use of ferries, tunnels, highways, etc. Transfer between airport/main station and hotel will be reimbursed if public transport was used. Taxi costs will not be refunded.

2.) Accommodation

Accommodation is booked at the Hotel Victoria. All participants must pay for themselves - invited participants will be reimbursed for three nights maximum.

3.) Subsistence

Subsistence costs as well as local transportation will not be refunded.

4.) Handling

Enclosed you will find the Expense Claim Form. To make the financial procedure as uncomplicated as possible, we would be grateful if, following your visit, you would fill in this form and return it to:

Michael Vogler, IZA, P.O. Box 7240, 53072 Bonn, Germany.

We would like to point out that in principle:

- (-) We only refund expenses that are supported by original documents.
- (-) We are not able to provide you with cash during your visit. Reimbursement will be made after your visit on an account of your choice or by check.
- (-) Reimbursement will be made in your local currency. If no other information is provided (e.g. receipt of exchange office), for 'Euro items' we use the exchange rate to your local currency that is given by www.yahoo.com at the day of reimbursement.
- (-) If the form is correctly and completely filled in, handling normally is within two weeks after the receipt of the Expense Claim Form. Please consider that (international) bank transaction also will take some days, check orders usually need 1-2 weeks.



Expense Claim Form (Workshops and Conferences)

Name of claimant:

Event: Interactions within the Family: Collective Approach and Bargaining Models

Travel costs	Currency	Sum	Reimbursement (Please leave blank)

Other costs	Currency	Sum	Reimbursement (Please leave blank)

Remarks (if necessary):

Please transfer the money to the following account:

Account holder:

Name and address of bank:

-) in case of German bank:

-) in case of foreign bank:

Account no.:

BIC / SWIFT:

Bank code:

IBAN:

or Please send a cheque to the following address:

I enclose a document indicating the exchange rate (e.g. receipt of exchange office).

Yes

No

I declare that the expenses claimed on this form have been actually and necessarily incurred by me, solely for business purposes at IZA.

Date:

Date:

Your signature

Approved by IZA

Please send this form to: Michael Vogler, IZA, P.O.Box 7240, 53072 Bonn, Germany.