Attach your receipts here

Expense form

Use this form to claim expenses for your trip. Attach receipts to this form; make sure you align them properly.
Filling in this form is the only way to claim expenses and only completely filled in forms will be processed. Unless stated otherwise by the treasurer of Cover Travel Foundation, expenses which are not on the budget cannot be claimed.
Please deposit the filled in form in the pigeon hole of Cover Travel Foundation in the Cover room and notify the treasurer of Cover Travel Foundation (travelfoundation@svcover.nl).

Claimer

Name : _____

Address : _____

Phone number : _____

IBAN :

Signature : _____

Claim

Amount[1] : € _____ $ _____

Description : _____

Date of claim : _____

Date of approval[2] : _____

[1] Fill in the amount in the valuta it was paid in
[2] This field will be filled in by the treasurer of Cover Travel Foundation