** SeaDataCloud project – 2** **nd training Workshop**

**FAMILY NAME**

**Request for reimbursement of costs for travel to 2nd SeaDataCloud Training Workshop, Ostend, June 2019[[1]](#footnote-1)**

**After completion, this form should be returned by email to** [**SDCtraining@naturalsciences.be**](mailto:SDCtraining@naturalsciences.be) **as soon as possible and by 10 June**

Costs of SeaDataCloud Training Workshop can be reimbursed by RBINS according to following rules:

1/ **Non-partner of SeaDataCloud participant submits this form** with estimated expenses to SDCtraining@naturalsciences.be. Confirmation of approval of these expenses will be provided by the Workshop Organisers before travel can be booked.

2/ **Flight costs** between home airport and Brussels/Zaventem airport **and the train to Ostend** will be covered by direct ticket purchase by RBINS. **The user should provide suggested airline/flights to the RBINS travel agent** with a copy of the passport (FCM Travel Solutions; [FCM.FOD@be.fcm.travel](mailto:FCM.FOD@be.fcm.travel); +32 2 719 48 34 (ask for Mrs. Katrien)) **with SDCtraining@naturalsciences.be in copy** of the message since our approval is needed for the emission of the tickets.

The RBINS travel agent will then check with the user final flight times and, after approval of expenditure by the Workshop Organisers, will supply the required e-ticket and return train ticket to Ostend. Please note the training is a full-day program, you are recommended to arrive on the day before the first day of training, and to leave at the earliest on the day after the closing.

3/ **Extra ground transportation costs** (train 2nd class, ferry, bus, metro, taxi, private car up to 200km each way[[2]](#footnote-2), car parking) for the outward/return journey will be reimbursed by RBINS **on production of (original) receipts**.

4/ A **per diem** of 40€/day will be paid by RBINS to cover any remaining expenses (food, ground transport except journeys covered in 2 and 3, etc.).

5/ The **reimbursement will be made in €** to the personal bank account of the user after the training (by October 2019).

|  |  |
| --- | --- |
| **Name of User** (as it appears on travel documents) | ……………………………………………………………………………… |
| E-mail address[[3]](#footnote-3) | ……………………………………………………………………………… |
| Departure Date (specify preference for AM or PM) | ……………………………………………………………………………… AM/PM |
| Return Date (specify preference for AM or PM) | ……………………………………………………………………………… AM/PM |
| Departure Town, Country | ……………………………………………………………………………… |
| Personal Bank Account number (IBAN / SWIFT format) | ……………………………………………………………………………… |
| BIC code of the bank | ……………………………………………………………………………… |
| Bank postal address | ……………………………………………………………………………… |
| Personal Postal Address (for bank transfer & letters) | ……………………………………………………………………………… |
| Date of birth (if you need an invitation letter) | ……………………………………………………………………………… |

|  |  |
| --- | --- |
| **Attending meeting** | **2nd SeaDataCloud Training Workshop, Ostend** |
| Session dates | 19-20-21 June 2019 **or** 24-25-26 June 20194 |
| Organisation of the User | ……………………………………………………………………………… | |
| Postal address of the Organisation | ……………………………………………………………………………… | |

**Estimated costs[[4]](#footnote-4)**

|  |  |
| --- | --- |
| Travel costs (principal return journey) | ……...……. €[[5]](#footnote-5) by plane/train3 |
| Extra ground transportation costs | ……...……. € |
| Per Diem (#Days\*40€) | ……...……. € |
| Total | ……...……. € |

6/ **Hotel** staywill be automatically booked and paidby RBINS after attendant registration to the workshop.

7/ **Registration fee** to the workshop will also be automatically paid by RBINS after attendant registration to the workshop.

1. There are two sessions: first starts 9:00 am on 19 June and finishes 5pm on 21 June 2019, second starts 9:00am on 24 June and finishes on 26 June 5pm. They will be held in the Thermae Palace Hotel (7 Koningin Astridlaan, 8400 Ostend Belgium). [↑](#footnote-ref-1)
2. At Belgian government rate of 0.3573€/km, [↑](#footnote-ref-2)
3. A copy of the RBINS order confirmation will be sent to this address by e-mail. [↑](#footnote-ref-3)
4. Final costs may differ from estimated costs. [↑](#footnote-ref-4)
5. Estimated costs incurred in other currencies, e.g. GBP or NOK, should be converted to € using the OANDA Currency Converter using Interbank+3% rate and current date. [↑](#footnote-ref-5)