

REQUEST FOR **PRE-FINANCING / INTERIM / FINAL PAYMENT**

Expert's name:

Address:

Email:

Bank account: See article I.5. of contract

Date:

 To: Fusion for Energy
 C/ Josep Pla 2
 Torres Diagonal Litoral
 Building B3
 08019 Barcelona
 Spain

 Attn: **Name of F4E Responsible Officer**

Contract No.	F4E-20XX-EXP-XXX
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Tasks summary:

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Amount requested

1. Fees	Sum of half and full days under this contract (supported by Timesheet)	#days	€
2. Travel and subsistence expenses (if applicable):			
	Total amount requested for travel:		€
	Total amount requested for subsistence expenses:		€
TOTAL:			€

Expert's signature:



**FUSION
FOR
ENERGY**

Contract reference: _____

Name of expert: _____

TIMESHEET			
Date (dd/mm/yyyy)	Half or full day		Place of work (home, F4E, etc.)
	0.5 day	1 day	

Signature of Expert:
Date:

Signature of F4E Responsible Officer:
Date:



Cost Declaration Form

Expert's name :

Contract's no.:

Meeting details:*

Arrival date at meeting place: _____

Meeting start date: _____

Meeting end date: _____

Departure date: _____

I. SUBSISTENCE EXPENSES (art. II.5.2)

Do you wish to claim subsistence allowance?

YES NO

Total number of overnight stays against invoice:

Total amount of subsistence expenses:

€

Analysis by F4E:

€

II. TRAVEL EXPENSES (art. II.5.1)

Do you wish to claim travel costs?

YES NO

All means of transports except car travel:

Type of transport	FROM			TO			Price + currency**
	Place	Date	Time	Place	Date	Time	

Car travel:

FROM	TO	KM	TOTAL

III. SUMMARY TOTAL COSTS CLAIMED***

Total amount of subsistence expenses	Total travel expenses	TOTAL
€	€	€

Analysis by F4E:

€	€	€
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I declare on my honour that I have attended the above-mentioned meeting and my travel and/or accommodation expenses and/or subsistence allowance are not being reimbursed by any other party for the same purpose.

Signature: _____

Date: _____

*One Cost Declaration Form should be filled in for one mission.

**For converting expenses in other currency than Euro please use the following link of monthly exchange rates (<http://ec.europa.eu/budget/infoeuro>).

***Subject to modification by F4E after financial analysis.