|  |  |
| --- | --- |
|  | **EXPENSE NOTE** (to be sent to belacfinance@economie.fgov.be after the assessment/meeting/training) |

# Information

## Assessment activities

|  |  |
| --- | --- |
| Name of the company |  |
| ID code of the assessment |  |
| Application delete as applicable  | TEST, MED, CAL, PROD, PERS, QMS, EMS, INSP, EMAS, PT, RM, ETS, EMAS supervision  |
| Did the team organize a preparatory meeting? | [ ]  no[ ]  yes* date:
* location:
 |

## Other

|  |  |
| --- | --- |
| Subject |  |

Please fill in the applicable fields.

# Number of actually traveled kilometers (by own car/motorbike)

|  |  |  |
| --- | --- | --- |
| Date | Route (please mention the complete address) | Number of kms travelled |
| xx/xx/20xx | From: To: Single/return delete as applicable |  |
| xx/xx/20xx | From: To: Single/return delete as applicable |  |
| **Total amount of kilometres by car/motorbike x km rate** See BELAC 7-06 | **€** |

# Number of actually traveled kilometers (by own bike)

|  |  |  |
| --- | --- | --- |
| Date | Route (please mention the complete address) | Number of kms travelled |
| xx/xx/20xx | From: To: Single/return delete as applicable |  |
| xx/xx/20xx | From: To: Single/return delete as applicable |  |
| **Total amount of kilometres by bike x km rate** See BELAC 7-06 | **€** |

# OTHER TRAVEL OR ACCOMMODATION COSTS

|  |  |  |
| --- | --- | --- |
| Date | Description  | Amount |
| xx/xx/20xx |  | € |
| xx/xx/20xx |  | € |
| **Total**  | **€** |

# Sum of all costs(2+3+4)

|  |  |
| --- | --- |
| **Total** | **€**  |

Remuneration to be paid on account of:

|  |  |
| --- | --- |
| IBAN |  |
| BIC-code |  |
| On behalf of |  |
| Address |  |

# DeCLARATION on HONNoR

I declare:

* to have attended the preparatory meeting/assessment/meeting/training delete as applicable as coordinator/auditor/expert/auditor in training/participant/trainer delete as applicable;
* to have travelled the actual specified kilometres as mentioned above with my proper vehicle;
* to have paid the expenses as mentioned above. [[1]](#footnote-1)

|  |  |  |
| --- | --- | --- |
| Name | Date | Signature |
|  |  |  |

1. BELAC will only reimburse if a signed copy of the documents related to expenses (expense receipts) is attached to this expense note. [↑](#footnote-ref-1)