|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL DATA** | | | | |
| Name |  | | | |
| Surname |  | | | |
| born in | City: |  | Country |  |
| on | dd/mm/yyy | | | |
| Fiscal ID number |  | | | |
| Resident in (Address, City and Country) |  | | | |
| email address |  | | | |

|  |  |
| --- | --- |
| **REIMBURSEMENT DETAILS** | |
| Reimbursement amount |  |
| Reimbursement details (taxi, hotel, flight, train, etc…) |  |
| Attached receipts/tickets |  |
| UPB *(to be filled in by the administrative office)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK DETAILS** | | | | |
| Bank |  | | | |
| Address |  | | | |
| City and Postal Code | City: |  | Postal Code: |  |
| Country | State: |  | Country: |  |
| Account Holder (*must be the same name of the person entitled to receive remuneration*) |  | | | |
| SWIFT or BIC code |  | | | |
| IBAN |  | | | |
| Account Number |  | | | |
| Routing Number (US citizens) |  | | | |

I confirm that the copies of the receipts/tickets submitted correspond to the original.

I confirm to have personally incurred the expenses claimed on this form. Furthermore, I confirm to request reimbursement exclusively from the Department of Economics and Finance – Tor Vergata University of Rome and not from any other source.

**Signature of reimbursement applicant**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funds Owner** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of the Department of Economics and Finance (Professor Vincenzo Atella**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_