|  |
| --- |
| **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**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_