**INFORMATION NEEDED FOR REIMBURSEMENT OF YOUR EXPENSES**

In order to be reimbursed, all the originals of your travel expenses should be sent to the secretary :

Mrs Carine BARAS

UCL- IRMP – CRC

2 chemin du Cyclotron

B-1348 Louvain-la-Neuve (Belgium)

e-mail : [Carine.Baras@uclouvain.be](mailto:Carine.Baras@uclouvain.be)

Thank you in advance for your cooperation.

NAME :

Private address :

Bank address :

Bank account number (IBAN) :

Bank Swift code :

Date of arrival :

Date of departure :

Means of transportation (train, plane, …) :

Place of accommodation in Louvain-la-Neuve :