

Travel expense reimbursement form*

The EFF: More than 20 years of research experience and the way forward

Madrid

*to be submitted to Banco de España (DG Economics, e-mail: dgeco.eventos@bde.es)
Alcalá, 48 28014 Madrid - Spain

Personal Details

Surname:	First name:
E-mail:	Passport number:

Travel expenses (Please, send us the original receipts)

-Plane or train tickets:	
-Taxis or other travel expenses:	
-TOTAL:	

I declare that if original travel receipt/invoices have not been provided, they will NOT be used to claim reimbursement from another source or declared as expenses for tax related purposes or for claiming back travel costs elsewhere.

Payment of said expenses shall be subject to the correct receipt and validation of the information provided.

In order to proceed with the payment of the expenses to be reimbursed, it is an essential requirement that the applicant duly complete and submit **all** the following:

- ☐ Invoices or receipts of the travel expenses
- ☐ The supplier registration form, including all required banking details
- ☐ Document that validates the account ownership (with a validity of 6 months and digitally signed)
- ☐ National identity document or passport
- ☐ Declaration of Tax Residency (for Individuals Not Residing in Spain)

The personal data requested in this form shall be processed by the Banco de España for the purpose of processing your application. You may exercise your rights of access, rectification, objection, erasure and other rights referred to in the [Privacy Policy](#) available at www.bde.es, properly evidencing your identity, in person, by ordinary post to Calle Alcalá 48, 28014 Madrid (To the Data Protection Officer) or electronically through the specific procedure for exercising rights available at the Banco de España's [Electronic Office](#). For additional information, please read our [Records of Processing Activities](#) available at www.bde.es.