



Mission Details

Dear Sir or Madam,

In order for us to process the reimbursement of your mission cost, you are kindly asked to complete the mission reimbursement form as precisely as possible.

Concerning your Flight

Please keep your **Boarding Passes**, plus the passenger receipt of your ticket, as you will need them for reimbursement. We also require both the exact time of Departure and Arrival and the Flight Number.

Mission reimbursement

After returning home, please send us by mail all the receipts listed below (if applicable to you):

1. Original Flight/Train ticket
2. Boarding Passes (original)
3. Original Taxi/Parking receipts
4. Total mileage (when using private car)
5. Hotel bill (original – only required if bill in excess of 60% of per diem)
6. Other expenses (if applicable)

We also require:

- Your **personal** bank details
- the attached form duly completed

Please note:

- **If your expenses are to be paid directly to your Institute, we require an itemised invoice, addressed to EUMETSAT Accounting Officer, to be sent by your Institute.**

Please return to:

EUMETSAT
Secretary/Administrator
Programme Preparation & SAF Network Division
Postfach 10 05 55
D – 64205 Darmstadt

Should you have any queries, do not hesitate to contact me:

Tel: 00 49 6151 807 395
Fax: 00 49 6151 807 552
E-mail: johnston@eumetsat.de

Thank you for your help and understanding.

Secretary/Administrator - Programme Preparation & SAF Network Division