



EUROPEAN CENTRE FOR ADVANCED RESEARCH IN ECONOMICS AND STATISTICS

REIMBURSEMENT OF TRAVEL EXPENSES

**Only economy class tickets are covered as well as your accommodation.
Note that the hotel will send us directly the invoice.**

Please keep all ORIGINAL receipts (tickets, taxis, ...) and send them to :

***Claude Adan
ECARES
Université Libre de Bruxelles - CP 114
Avenue F.D. Roosevelt, 50
B-1050 Bruxelles***

**For trips by plane and train, please send us the original receipts AND the invoice of the travel agency, except for e-tickets (please give us these e-tickets).
We will NOT be able to reimburse you unless you provide these documents.**

Do not forget to give us your PRIVATE ADDRESS, THE COMPLETE INFORMATION CONCERNING YOUR BANK and A PHOTOCOPY OF YOUR PASSPORT (1st page)

Sorry for imposing this administrative burden on you.

Should you have any questions, do not hesitate to call Claude at 32 (0)2 6503838.

Thank you.

**Victor Ginsburgh
Financial Director**