

## APPENDIX to EONS Travel Policy

For claiming the reimbursement of travel expenses, you need to provide the following documents:

1. Travel Expense Claim: correctly filled each line and signed, in pdf format (not the excel file)
2. Flight or train ticket: invoice confirming the traveling time and payment
3. Additional Travel: Train/bus tickets for travelling to and from the airport – if applicable
4. Accommodation: invoice, in the name of traveller, confirming the timeframe of the stay and payment
5. Receipts/Subsistence: each receipt to be scanned individually (in a readable manner) and listed on each line of the Travel Expense Claim (receipts in different currencies cannot be added together)
6. Merge all files and receipts into one PDF
7. Naming convention for your pdf
8. Send your claim to EONS Finance inbox: [cons.finance@cancernurse.eu](mailto:cons.finance@cancernurse.eu)

### 1. Travel Expense Claim

Open the excel:



EONS Travel Expense  
Claim\_2023b.xlsx

Fill in **meeting details**, who is to be reimbursed (individual or organization) - as per example:

Meeting Details	
<b>Meeting Name:</b>	<b>HAPPY CONGRESS</b>
<b>Meal provided during meeting:</b>	<input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner
<b>City:</b>	<b>Brussels</b>
<b>Date:</b>	<b>02/06/2023 - 03/06/2023</b>
Person or Entity to be Reimbursed (check which applies)	
<input checked="" type="checkbox"/> Myself <input type="checkbox"/> Organisation	
Individual or Organisation (where applicable) Information	
<b>First name:</b>	<b>John</b>
<b>Surname:</b>	<b>Smith</b>
<b>Organisation</b> (only if box Organisation ticked on line 15):	→
<b>Address:</b>	(personal or organisation depending on who should be reimbursed as chosen on line 15)
<b>Street:</b>	<b>Cool Street 23</b>
<b>Postcode:</b>	<b>12354</b>
<b>City:</b>	<b>Sin City</b>
<b>Country:</b>	<b>Lalaland</b>
<b>Email Address:</b>	<a href="mailto:j.smith@gmail.com">j.smith@gmail.com</a>

## Financial information:

Bank Details	
<b>Name on Account:</b>	John Boba Smith
<b>Account Currency:</b> <a href="#">ISO Currency Codes</a>	GBP
<b>Bank Name:</b>	High Scotland Bank
<b>IBAN:</b>	GB15HBUK40127612345678
<b>IBAN calculator:</b> <a href="#">IBAN Calculator online</a>	use the IBAN calculator link, if you are not sure of your International Bank Account Number (IBAN)
<b>SWIFT/BIC Code:</b>	HBUKGB4B

**Name on Account:** state the name of the account holder as it is recorded with your bank  
**Account Currency:** this tells us in which currency is the bank account provided set up. If you state EUR on the form, but your bank account is actually set up in GBP/SEK/CZK (or other) the payment will be rejected by the beneficiary bank and your bank will also charge a fee to retrieve it – this is important to provide correctly

**Bank Name:** A common financial detail required to send/receive an international bank transfer

**IBAN:** International Bank Account Number, is a standardized format used for identifying bank accounts internationally. IBAN plays a crucial role in ensuring accurate and secure international transactions. It is important to provide the correct format of IBAN when submitting bank transfer information to ensure seamless and error-free financial transactions

**IBAN Calculator:** The IBAN Calculator is linking to a special software developed to convert domestic bank code and account number into an IBAN.

**SWIFT/BIC Code:** A SWIFT code is an international bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC).

## Fill in receipts details:

Example	Date	Details of Claim	Cost type choose from dropdown menu	Currency ISO code	Amount in Foreign Currency	Exchange Rate (see XE.com)	Amount in Euros
	06/12/2022	London - Brussels - London - Flight	Travel	GBP	12	1,15	€ 13,80
1	30/05/2023	Dublin - Barcelona-Flight	Travel	GBP	274,84	1,1562	€ 317,77
2	30/05/2023	Taxi (home to aircoach & return (£11.40 & 11.60))	Travel	GBP	23	1,1562	€ 26,59
3	30/05/2023	Aircoach 1) Belfast - Dublin airport £14 and	Travel	GBP	14	1,1562	€ 16,19
4	31/05/2023	Aircoach 2) Barcelona airport - hotel €6.75	Travel				€ 6,75
5	01/06/2023	Lunch at university Day 1 €11.55 & €1.1	Subsistence				€ 12,65
6	02/06/2023	Lunch at university Day 2 €6.69	Subsistence				€ 6,69
7	02/06/2023	Main meal Day 2: 19.80	Subsistence				€ 19,80
8	30/05/2023	Breakfast -Dublin airport (30/5/23)	Subsistence				€ 29,27
9	02/06/2023	dinner Barcelona airport (2/6/23)	Subsistence				€ 15,22
10	30/05/2023	Main meal (Day 1: 26.75	Subsistence				€ 26,75
11	31/05/2023	Travel card - 10 journeys (from hotel to university)	Travel				€ 10,00
12							
<b>Total Amount Submitted in Euros</b>							€ 487,68

◀ To add lines, insert new rows above this one and copy formulas down.

- Do not overwrite grey line (example) with data
- Each receipt is to be recorded on single line, with correct date and amount as on the receipt
- Do not mix (add up) receipts in different currencies
- Choose correct cost type from the drop down
- If more lines are needed, add to the bottom of the table
- If receipt in different currency than €
  - Fill in currency ISO code in the correct column
  - Fill in the amount as stated on the receipt – in the given currency
  - Use the exchange rate of the currency to EUR for the date of the receipt
  - The formula for calculation to EUR is done automatically

### Example of incorrectly filled in lines

Example	Date	Details of Claim	Cost type choose from dropdown menu	Currency ISO code	Amount in Foreign Currency	Exchange Rate (see XE.com)	Amount in Euros
	06/12/2022	London - Brussels - London - Flight	Travel	GBP	12	1,15	€ 13,80
1	30/05/2023	Belfast - Barcelona-Flight	Travel	274,85			€ 316,08
2	30/05/2023	Taxi (home to aircoach & return (£11.40 & 11.60))	Travel	23			€ 26,45
3	30/05/2023	Aircoach 1) Belfast - Dublin airport £14 and 2) Barcelona airport - hotel €6.75	Travel				€ 22,85
4	30/05/2023	Breakfast -Dublin airport (30/5/23) and dinner Barcelona airport (2/6/23)	Subsistence				€ 29,27
5	31/05/2023	Lunch at university Day 1 and Day 2 (£11.55 & 1.1 & 6.69)	Subsistence				€ 19,34
6	30/05/2023	Main meal (Day 1: 26.75 & Day 2: 19.80)	Subsistence				€ 46,55
7	31/05/2023	Travel card - 10 journeys (from hotel to university)	Travel				€ 10,00
8	31/0/23	Lunch					
<b>Total Amount Submitted in Euros</b>							<b>€ 470,54</b>

**Please note:** The difference between the incorrectly filled-in form and the correct use of lines and exchange rate is €17,14 for the traveller.

**Date and signature:** Fill in date and signature:

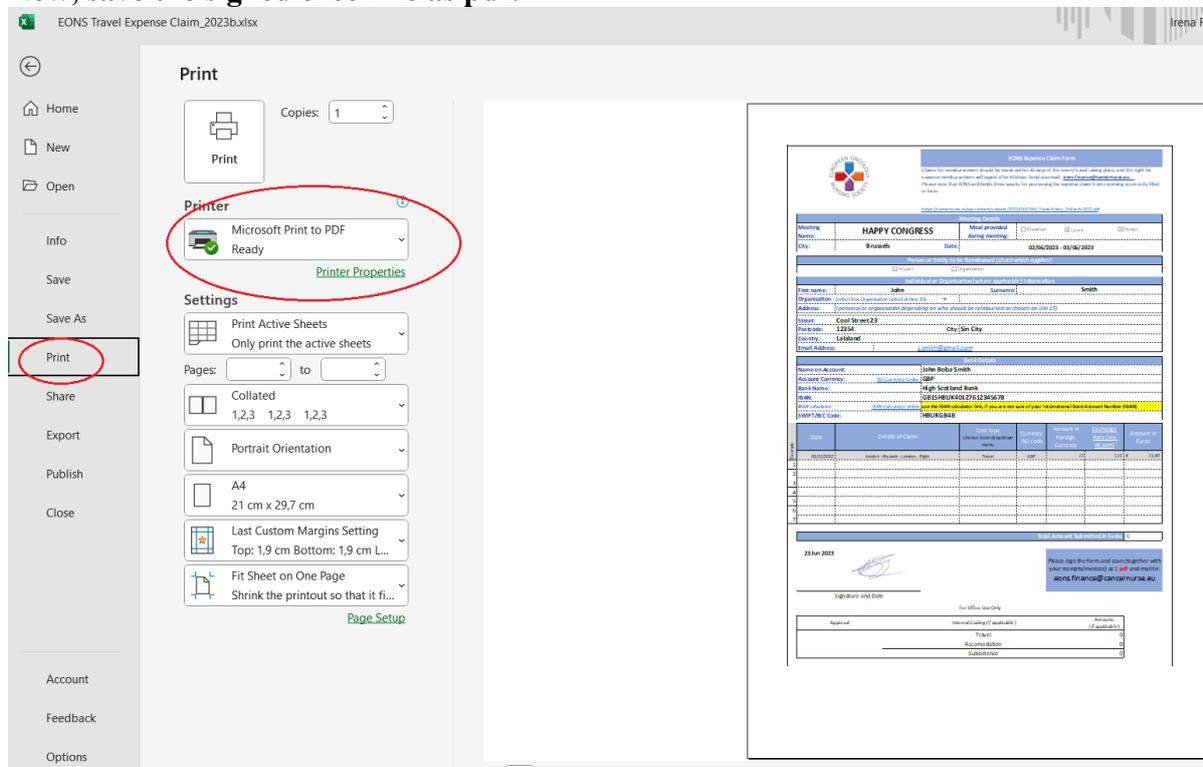
23 Jun 2023



\_\_\_\_\_  
Signature and Date

Please sign the form and save (together with your receipts/invoices) as **1 pdf** and mail to:  
**eons.finance@cancernurse.eu**

**Now, save the signed excel file as pdf:**



The pdf format of your Travel Expense Form will be merged with your receipts - scanned to pdf.

## 2. Flight or train ticket invoice:

To properly track and document travel expenses, it is required that all flights are booked online, either directly with the airline or an online travel platform.

Additionally, it is important to ensure that an **invoice** is provided for each flight purchase, rather than a booking confirmation or e-ticket – those are not considered invoices.

The invoice should include the name of traveler (or a company purchasing the ticket – this must match the company name on the Travel Expense Form) cost of the flight, purchasing **company VAT number** (where applicable), taxes, and fees, as well as any additional services purchased.

(low-cost airlines, such as Ryan Air do not provide invoices, hence in this case it is permitted to include flight booking with name/price and the copy of boarding passes (if you use electronic boarding passes, make a screenshot).

Failure to provide a proper invoice may cause delays in reimbursement or the rejection of the expense claim. To avoid such issues, all travellers are strongly advised to carefully review their flight invoices for accuracy and completeness.

### Flight invoice example:



INVOICE KLBE0018664088 dated 2023-02-22

KLM ROYAL DUTCH AIRLINES  
DELEGATION REGIONALE BENELUX  
SERVICE FINANCIER  
523 LOUZALAAN  
1050 BRUXELLES  
BELGIUM

KLM ROYAL DUTCH AIRLINES IATA N°: 08493181

Irena Rolle

European Oncology Nursing Society  
Clos de Chapelle-aux-Champs 30  
BLSI bte 1.30.30  
1200 Brussels  
BELGIUM

Your Intra-Community VAT NB: BE0723635143

ISSUING DATE	DOCUMENT NUMBER	PASSENGER NAME	REFERENCES	TRAVEL DATE	TYPE OF SERVICE	QTY	EXCLUDED TAX AMOUNT	VAT RATE	VAT AMOUNT	CARRIER SURCHARGE	OTHER TAXES	GROSS AMOUNT
2023-02-22	0741403036663	DE MANTER JOHAN MR		2023-03-22	International Air Ticket BRUSSELS / AMSTERDAM / HELSINKI / AMSTERDAM / BRUSSELS	1		0.00	0.00	4.00		
2023-02-22	0741403036664	ROLLO IRENA MRS		2023-03-22	International Air Ticket BRUSSELS / AMSTERDAM / HELSINKI / AMSTERDAM / BRUSSELS	1		0.00	0.00	4.00		

Tax references	VAT amount	Tax base

Legal mentions  
N/A

Legal payment mentions  
N/A

	EUR
Total VAT excluded	.. 30
Total VAT	0.00
Total carrier surcharge	.. 3
Total other taxes	.. 4
<b>NET TO YOUR DEBIT</b>	<b>.. 37</b>
Payment	
VISA Card	
Total Paid Amount	.. 37

INVOICE KLBE0018664088 dated 2023-02-22 PAGE 1/1

KLM Royal Dutch Airlines  
KvK nr. 33014289  
BTW nummer: NL004683269B01

### 3. Additional travels: examples:



**Adult Airport Return**  
Valid: **£9.50**  
**Wed 17 May 23**  
From: **Edinburgh Airport**

CANCEL HERE

13546 **17 May 23 11:00**  
**1501 CARD**

This ticket must be retained for inspection at all times

**RECEIPT - EBUS TICKET**

Matkahuolto's eBus Ticket is a paperless ticket. The driver will verify your right to travel based on the name or personal identifier given by you.

Reservation number: 2191292  
Identifier: Irena Rollo  
Johan De Munter

**HELSINKI-VANTAA AIRPORT TRAVEL CENTRE - TURKU BUS STATION, WED 22.3.2023, AT 18:00 - 20:45**

1. PART OF JOURNEY:  
Helsinki-Vantaa Airport Travel Centre (18:00) - Turvesolmu (18:22)  
Day 23  
No booking of seats  
Service Helsinki-Vantaa - Turvesolmu (Salo/Turku)  
Operator: J. Väinölin Liikenne Oy

2. PART OF JOURNEY:  
Turvesolmu (18:25) - Turku bus station (20:45)  
Stop Turvesolmu (E2506)  
Seat reservation row 3 seat B, row 3 seat C  
Service Helsinki - Turku  
Operator: J. Väinölin Liikenne Oy

TICKETS	AMOUNT	PRICE PER ITEM	VAT%	VAT €
Online discount (Outward)	2 pc	-1€	0%	0,00 €
<b>Total</b>		<b>-1,00 €</b>		
Price excluding VAT		-1€		
VAT 0%		0,00 €		
Mode of payment:		Charge card		
Date:		21.3.2023 at 8.03		
Recipient:		Oy Matkahuolto Ab, Domicile: Helsinki, Business ID 0111393-9		

Matkahuolto.fi > Terms and Conditions >

### 4. Accommodation

a. Invoice must be issued to: traveler's name (if the reimbursement is to an individual)

Or

b. To a company (if the reimbursement is claimed by a company/institution)

**KUPITTA**  
Hotels by Sokos Hotels

Guest Name: Irena Rollo  
Company: EONS - European oncology nursing society  
Address: Clos de Chapelle-aux-Champs 30

Room No: 303  
Arrival: 22.03.23  
Departure: 24.03.23  
Cashier: 39010  
Folio No: 64748  
Ar: :  
Invoice No: :  
Ref: :

Receipt  
Original Sokos Hotel Kupittaa, Turku 24.03.23

Date	Description	Qty	Sum
22.03.23	Accommodation	1	127,00
23.03.23	Accommodation	1	127,00
24.03.23	Visa/EuroCard/MasterCard/First Card	1	-254,00
Due Amount:			0,00

VAT %	Nat EUR	Val EUR	Gross EUR
14% breakfast	10,53	1,47	12,00
10%	220,00	22,00	242,00
<b>Total</b>	<b>230,53</b>	<b>23,47</b>	<b>254,00</b>

## 5. Receipts/Subsistence

When you're traveling to EONS event, meeting, workshop etc., keeping track of your expenses is crucial. One way to do this is by scanning your receipts and saving them in a digital format. Here are some tips for scanning your receipts effectively:

- a) **Scan each receipt individually:** When you have a stack of receipts to scan, it can be tempting to put them all in the scanner at once. However, it's better to scan each receipt individually. This ensures that each receipt is clear and easy to read.



- b) **Use a scanner app on your smartphone:** You don't need a dedicated scanner to scan your receipts. There are plenty of scanner apps available for your smartphone that can do the job just as well. Simply take a picture of the receipt **using the app** and save it as a PDF or image file.

**TIP:** We recommend using *Adobe Scan App* on your smartphone (it's free)



**Turn Paper to PDF. Scan anything in a snap (see next page for illustration):**

- a) With Adobe Scan, easily capture and convert documents, forms, business cards, and whiteboards into high-quality Adobe PDFs. And with different capture modes along with automatic boundary detection, you can get the best scans every time.
- b) Please make sure to cross out any items on your receipts that EONS does not refund (e.g., alcoholic beverages, food for partners, spouses, etc.) and deduct these expenses from the final receipt amount.
- c) When individuals seek reimbursement for a corporate/business lunch or dinner as the host, it is essential to provide a receipt along with a comprehensive **list of participants' names for the event**. Failure to include this information would result in EONS being unable to reimburse the expenses due to insufficient documentation, which is necessary to validate the expenditure



## 7. Name each Travel Expense Claim with a clear, descriptive title:

Use a preferred naming convention -->

**“YYYYMMDD\_YOURSURNAME\_NAMEOFEVENT\_CURRENCY.”**

 20230530\_Paz Fernandez\_ECND2023\_EUR.pdf

 20230528\_PehlivanSaribudak\_ECND2023\_EUR.pdf

 20230531\_Rollo\_ECND2023\_EUR.pdf

 20230530\_Trigoso\_ECND2023\_EUR.pdf

## 8. Send your claim to EONS Finance inbox:

Email address: [eons.finance@cancernurse.eu](mailto:eons.finance@cancernurse.eu)