

To  
 Oliver Emmes  
 FORUM SYNERGIES aisbl  
 Rue de Sceptre 10  
 B-1050 Bruxelles

*Name and address of the participant*

*Place, date*

*place, duration*

**Occasion: FS SCHOLARSHIP 2020** *fill in your name: host/ trainee*

Receipt 1 <sup>1</sup>				
Receipt 2				
Receipt 3				
Receipt 4				
	<i>Add further lines in case needed</i>			
		total		

After having provided all original documents (all tickets, receipts, boarding passes) I hereby kindly ask Forum Synergies for reimbursement of expenses as according to in the financial plan and contract "*fill in the file name of the contract*".

- Please pay the total amount of ..... € to the following banc account:

IBAN	
BIC/ SWIFT	
Name of the banc	
Name of the account holder	

- I have received the total amount of ..... € in cash.

Signature, date

....., .....

<sup>1</sup> All mentioned original documents added to this letter