

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 2021 *fill in your name: host/ trainee*

| | | | | |
|------------------------|---|-------|--|--|
| Receipt 1 ¹ | | | | |
| 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

.....,

¹ All mentioned original documents added to this letter