

Annex I

APPLICATION FOR ADVANCE PAYMENT OF TRAVEL EXPENDITURES

1. Traveler's Details – please fill in ALL fields marked with[*]

Last Name*:		
First Name*:		
Salutation: Mr/Ms./Mrs.		
Name of the Organization/Institution:		
Function:		
Passport Number* (required for booking purposes):		
Contact Phone No.:		
E-mail:		
Title and Place of Event to be attended		
Dates of the Event:	From:	To:
Arrival date:	From:	To:
Route:	Departing from:	Arriving to:

2. Request for Booking - please cross the relevant box:

- ☐ FLIGHT/TRAIN TICKET
- ☐ HOTEL

3. Data Protection

The Energy Community Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection. If you want to learn more or have concerns, please send an email to data-protection@energy-community.org

☐ I agree for my personal data to be stored and processed by the Secretariat and the third parties with a legitimate interest in line with and for the period required by the purpose of my advance payment request, as well as any contractual obligations of the Secretariat

☐ I, the undersigned, confirm that I am fully aware of and accept the provisions of the Energy Community Secretariat's Travel Reimbursement Policy,

Remarks:

For Traveler

Date, place:

Traveler's Signature

For Traveler's Direct Supervisor

Date, place:

Traveler's Direct Superior Signature

IMPORTANT NOTES FOR APPLICANTS:

- This form serves a basis for travel arrangements made by the Energy Community Secretariat on behalf of traveler. It shall be approved in advance by the traveler's direct superior and submitted in a scanned form to the Secretariat's to the mailbox: accounting@energy-community.org
- Traveler is solely responsible for the correctness of submitted details and bears full responsibility for incomplete or erroneous data which might result in cancellation, impossibility to travel, change of booking details and/or additional related charges.
- All the extra costs (use of mini-bar in the hotel, parking fees, additional nights etc.) will be paid solely by the traveler.

For Energy Community Secretariat/ *INTERNAL USE:*

Booking Information

Flight Ticket Price (in EUR)	
Hotel Accommodation Price (in EUR)	
TOTAL	

Date:

Signature: