***car TRAVEL reimbursment request***

Conference participants are eligible for travel costs reimbursement according to financial rules regarding projects co-financed by European Union Programme Hercule III (2014-2020).

**Travel by car**

Car travel costs (including company car) are reimbursed on the basis of a flat fee of 0,22 EUR per 1 kilometre for the shortest and the most economical route. Other expenses, e.g. toll fares, parking fees, etc., are not refundable.

Travel costs refund will take place upon receiving completed and signed ‘Vehicle Log Sheet‘ form (please see below) and ‘Personal and financial data for reimbursement” form. Completed and signed scans of the forms can be sent to: [projekty@spkatowice.policja.gov.pl](mailto:projekty@spkatowice.policja.gov.pl)

**VEHICLE LOG SHEET**

|  |  |
| --- | --- |
| ***Vehicle registration number:*** |  |
| ***Driver’s full name:*** |  |
| ***Date journey started:*** |  |
| ***Place journey started:*** |  |
| ***Date journey started:*** |  |
| ***Journey destination:*** |  |
| ***Purpose of journey:*** |  |
| ***Speedometer reading at start of journey:*** |  |
| ***Speedometer reading at the end of journey:*** |  |
| ***Total number of kilometres (km):*** |  |

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*(Date) (Signature)*

*Template also available at: http://katowice.szkolapolicji.gov.pl/spk/aktualnosci/banery/79457,OLAF-HERCULE-III.html*