

**Please note:**

Travel claims must be submitted to Human Resources at ESO within six months after termination of your travel. Claims submitted after this period will not be reimbursed.

<b>European Southern Observatory</b>						
<b>Travel Claim Settlement</b>		<b>GARCHING:</b> Karl-Schwarzschild-Str. 2 D-85748 Garching (Tel. +49-89-3 20 06-0)		<b>CHILE:</b> Alonso de Cordova 3107, Vitacura Casilla 19001 Santiago 19, Chile (Tel. 0056-2-463.30.00)		
<b>NO: TC043229</b>						
<b>First Name</b>	<b>Last Name</b>	<b>Staff Code</b>	<b>Staff Cat.</b>	<b>Job No.</b>	<b>Div.</b>	
Alfio	Puglisi			878		
<b>Purpose of Travel (specify dates of meetings)</b>						
Puglisi/GARCHING:ERIS Meeting 28 Oct 2013						
<b>Itinerary</b>						
Florence		Garching		Florence		
<b>Name and address of bank:</b>	<b>BIC:</b>	<b>IBAN</b> (International Bank Account Number) <b>or account no., if outside Europe:</b>				
UNICREDIT	UNCRITMM	IT 68 U 02008 02837 000401419040				
Via dei Vecchietti 11						
50100 Firenze - Italy						
<b>PLANNED / ACTUAL DATES OF TRAVEL</b>						
	<b>Start from</b>	<b>Date</b>	<b>Time</b>	<b>Finish in</b>	<b>Date</b>	<b>Time</b>
Planne	Florence	27/10/13	17:00	Munich (Garching)	27/10/13	18:20
Planne	Munich (Garching)	28/10/13	19:35	Florence	28/10/13	20:50
Private Stay if any						
<b>Detail of Expenditure</b>						
		<b>Please tick:</b>				
<b>In case of overnight stay, please specify:</b>		<b>yes</b>	<b>no</b>	<b>number of nights</b>	<b>Meals provided? Where?</b>	
	<b>Accommodation:</b>				<b>no. of lunches</b>	<b>no. of dinners</b>
	paid by traveller				1 (Kantine)	
paid by 3rd party						
<b>Rental Car</b> (private use):	how many days?					
<b>Receipts to be attached for expenses incurred, e.g. hotel, conference fees, private transport (km), taxis, etc.</b>						
<b>List of expenses incurred by traveller:</b>				<b>Date</b>	<b>km</b>	<b>Currency</b>
Taxi to Florence airport				27 Oct		EUR
<b>Justification for use of taxi:</b> No public transportation to the airport					<b>Total:</b>	23,00
<b>Certified correct:</b>			<b>Approval required if the actual dates of travel differ from the planned dates and/or in case of increased costs.</b>			
<b>Date:</b>			<b>Date:</b>			
<b>Signature of traveller:</b>			<b>Signature of Manager of the Work Package and/or Head of Division:</b>			