EXPENSE CLAIM FOR TRAVEL BY PERSONAL TRANSPORT

[Name and surnames]
holder of passport [identification number] valid until [date]
resident at [full address: street, number, city, postcode and country]

DECLARES

In connection with their participation in [name of project/conference/event ...] organised by [name of centre/organising entity], held at [location] on/between [date [and date]] that they made the trip of which details are set out below in their private vehicle, in the expectation of reimbursement of the expense of that trip, the details of which now follow:

Details of vehicle:
Make: [make of vehicle]
Model: [model of vehicle]
Registration number: [registration number of vehicle]

Trip	Date	From	To	Km	Rate [rate] x KM
Outward journey					
Return journey					
TOTAL					

Other expenses	Amount
Tolls (receipts are attached)	
Parking (receipts are attached)	
TOTAL	

Request is made for the payment of the total amount paid in advance, [a total amount of €XX.XX] to the current account provided below:

IBAN																							

SWIFT / BIT											

I declare that the bank details set out in this document are correct and that they identify the current account/savings account and the financial entity through which I wish to receive the payments to which I am entitled.

The creditor signatory hereby gives their consent to the processing of their personal data in this bank detail transfer document.

This personal data will be included in the [NAME OF CENTRE]'s files and those of the entity [ENTITY NAME], for the sole purpose of [state the purpose]. It will not be communicated to third parties nor be used for any other purpose.

In compliance with the General Data Protection Regulation, (EU) 2016/679, they may exercise their right of access, rectification, erasure and objection by sending an email to [address of the centre/entity/e-mail of the centre/entity], enclosing a photocopy of their identity document [DNI, NIE or passport] to verify their identity.

In [place] on [day] [month] [year]

Signed: [SIGNATURE]