



## REQUEST FOR **PRE-FINANCING / INTERIM / FINAL** PAYMENT

Expert's name:  
Address:

Email:

Bank account: See article 1.5. of contract

Date:

To: Fusion for Energy  
C/ Josep Pla 2  
Torres Diagonal Litoral  
Building B3  
08019 Barcelona  
Spain

Attn: **Name of F4E Responsible Officer**

Contract No. **F4E-20XX-EXP-XXX**

### Tasks summary:

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### Amount requested

1. Fees	Sum of half and full days under this contract (supported by Timesheet)	#days	€
2. Travel and subsistence expenses (if applicable):			
	Total amount requested for travel:		€
	Total amount requested for subsistence expenses:		€
<b>TOTAL:</b>			€

Expert's signature:





## Cost Declaration Form

Expert's name : \_\_\_\_\_

Contract's no.: \_\_\_\_\_

Meeting details:\*

Arrival date at meeting place: \_\_\_\_\_

Meeting start date: \_\_\_\_\_

Meeting end date: \_\_\_\_\_

Departure date: \_\_\_\_\_

### I. SUBSISTENCE EXPENSES (art. II.5.2)

Do you wish to claim subsistence allowance? YES  NO

Total number of overnight stays against invoice: \_\_\_\_\_

Total amount of subsistence expenses: \_\_\_\_\_ €

Analysis by F4E: \_\_\_\_\_ €

### II. TRAVEL EXPENSES (art. II.5.1)

Do you wish to claim travel costs? YES  NO

#### All means of transports except car travel:

Type of transport	FROM			TO			Price + currency**
	Place	Date	Time	Place	Date	Time	

#### Car travel:

FROM	TO	KM	TOTAL

### III. SUMMARY TOTAL COSTS CLAIMED\*\*\*

Total amount of subsistence expenses	Total travel expenses	TOTAL
€	€	€

Analysis by F4E:

€	€	€
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I declare on my honour that I have attended the above-mentioned meeting and my travel and/or accommodation expenses and/or subsistence allowance are not being reimbursed by any other party for the same purpose.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*One Cost Declaration Form should be filled in for one mission.

\*\*For converting expenses in other currency than Euro please use the following link of monthly exchange rates (<http://ec.europa.eu/budget/inforeuro>).

\*\*\*Subject to modification by F4E after financial analysis.