



TRAVEL COSTS- REQUEST FOR PAYMENT (ART. 7, ANNEX VII STAFF REGs)

Application form to be sent (original document) to your PMO team:
Entry into service/transfer, including JRC but excluding staff working in Luxembourg:
PMO/1: MO34 00/28, B-1049 Brussels

End of contract (same staff as above): **PMO/1: AN88 05/19, B-1049 Brussels**
Upon retirement (same staff as above): **Please refer to 'Pension' pages in MyIntracomm**
Staff managed by PMO Luxembourg: **PMO/5: DRB B1/040, L-2920 Luxembourg**
Staff working for Agencies: **please contact your Human Resource Officer**

Entry into service Transfer. End of contract on (date).....

Name-first nameStaff number

Status: official temporary agent contractual agent

Travelled with: (spouse – dependents)

Name and first name	Date of birth
.....
.....
.....
.....
.....

Departure from : Date :
Arrival at : Date :

I attach used tickets or other proof of travel:

Air Car (fuel/tolls..) Train Other

I certify that I am not entitled to reimbursement of these costs from any other source

I declare on my honour that the information given above is complete and accurate and I undertake to notify to the PMO any change which could affect my current situation.
I acknowledge that according to Article 85 § 1 of the Staff Regulations: *“Any sum overpaid shall be recovered if the recipient was aware that there was no due reason for the payment or if the fact of the overpayment was patently such that he could not have been unaware of it”*.
I also take note that any false, incomplete and omitted information, aimed at obtaining a personal advantage, will be directly reported to the IDOC (Investigation and Disciplinary Office of the Commission) for possible disciplinary proceedings and to any competent authority in case of acts prosecutable by law.

Date: Signature: