



FONDEN TEKNOLOGI RÅDET

DANISH BOARD OF TECHNOLOGY FOUNDATION

Jnr: 405-080 task 12.3.2

Travel expenses: EBRAINS - Community building workshop, December 9th – 10th, 2019

We will book and pay the expenses for your accommodation, during your stay in Brussels from December 9th to 10th.

For transportation we will reimburse your expenses. The maximum for travel expenses, we will reimburse is set to 300 € and only travels on economy class. **HBP partners are not eligible for reimbursement**. If you are hindered because of sickness or health related issues a medical certificate needs to be provided for travel reimbursement.

Rules of reimbursement

All **original receipts/ invoices** (from purchase of e.g. plane tickets, train tickets etc.) and **boarding cards** must be enclosed in the reimbursement form.

**We accept original electronic documents and tickets by email
or
if it is not possible to get electronic documents, the original
documents and tickets may be sent by regular post (not email).**

No scanned or photocopied documents are accepted

**No later than two weeks after completed journey, the filled in
reimbursement form should be received by the Danish board of
Technology Foundation.**

Send the filled in reimbursement form and all required documentation to:

Fonden Teknologirådet
ATT: Sara Christina Martinez
Arnold Nielsens Boulevard 68E
2650 Hvidovre
Denmark

Email address:
SCMA@tekno.dk

We wish you a save and pleasant journey,
The Danish Board of Technology Foundation

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The Danish Board of
Technology aims to
further the
technology debate
assess technological
impacts and options
advise the Danish
Parliament
and the Government