

- Terms governing the reimbursement of expenses incurred by participants in events organised by the Foundation –

1. Transportation

The Banque de France Foundation covers transportation cost (economy class by air or first class by train) subject to presentation of an original receipt.

The Foundation shall also bear the cost of receipted airport transfers (RER or metro tickets, taxi fares). Parking fees will be reimbursed up to a maximum amount of € 50.

2. Hotels

The Banque de France Foundation covers accommodation costs up to 180 euros per night.

Upon request, the Banque de France Foundation may book and pay directly hotel nights. Banque de France may benefit from special rates for some hotels.

Extras (bar, telephone, various services) are not reimbursed. The cost of a maximum of one night shall be borne for an event that lasts half a day and a maximum of two nights for events spanning one to two days. Extra nights or supplementary expenses incurred for accompanying travellers shall not be reimbursed.

3. Meals

Visiting scholar program: Lunches taken at the Banque de France canteen are at the charge of the Foundation. Visiting scholars are entitled to a lump sum of 50 euros per working day, aimed at covering daily living expenses.

Sojourn not falling in the visiting scholar program: Meals may be included in the Foundation's schedule of events. Should they not be included, receipted expenses for meals incurred during the trip shall be reimbursed up to a limit of € 20 for lunch and € 30 for dinner.

4. Settlement

The reimbursement claim forms (below) should be transmitted to the Foundation via the form "reimbursement claim form" together with original receipts (electronic tickets are allowed) and bank details (IBAN). Transfer costs are at the charge of the Foundation.

5. Contact person

Catherine Estrela
Fondation Banque de France,
41-1431,
F- 75049 Paris Cedex 01 (France)

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E-mail: fondation.rech@banque-france.fr

REQUEST FOR REIMBURSEMENT OF EXPENSES

- For all requests for reimbursement of the expenses listed in the attached guidelines "Terms governing the reimbursement of expenses incurred by participants in events organised by the Foundation –", this document shall be filled out and returned, together with corresponding supporting original receipts, as soon as possible to:

**Catherine Estrela,
Banque de France (41-1431 DEMFI-Fondation),
F-75049 Paris Cedex 01 (France)**

Name

First name

Telephone Fax E-mail

Name of the event

Date of the event

Expenses incurred:

	Amount in euro	In foreign currency	
		Amount	Currency
Air			
Train			
RER, metro, taxi, parking fee			
Hotel			
Meals			

Means of repayment (tick the appropriate box): in euro in foreign currency

Conversion rates shall be fixed on the basis of the exchange rate prevailing on the first day of the event.

Bank account details (please provide us with a Bank Identification Form):

Name and address of the account holder

Beneficiary bank

Address of the account holding institution

IBAN Code, BIC and Bank code

Comments

I, the undersigned, declare that I have personally incurred the expenses set out above within the framework of an event organised by the Banque de France Foundation and that these expenses have not been submitted to any another organisation or third party for reimbursement.

Date:

Signature:
