

Science for Peace Programme

**AUTHORIZATION
FOR TRAVEL UNDER A NATO CONSULTANT CONTRACT**

*Please complete this form and send by fax to the SfP Programme Office (fax: +32-2-707.42.32)
at least 2 weeks before arranging your mission!
After approval by the SfP Programme Director, this form will be returned to you by fax.
No expenses will be reimbursed without this approval.*

Name of Consultant:

Appointed to Project: (give number) SfP -

Destination: (give city and country)

Duration of mission: (give starting and ending dates)

Purpose of mission: (give further details, names of key people to be met, etc.)
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Estimated costs:

Item	Details (in local currencies)	Subtotals (EUR)
Costs for travel (air-, train-ticket)		
Estimated living costs (per diem x nights) *		
Other costs		
<ul style="list-style-type: none"> • Please note that the per diem rate is the <u>maximum</u> which NATO may reimburse. • The hotel receipt must be attached to the reimbursement form; NATO will take these expenses into account when calculating the living expenses. • Accommodation expenses can not be reimbursed without this document! 		TOTAL TRAVEL:

I herewith request authorisation for charging to NATO the expenses for the mission as described above and took note that NATO will neither reimburse business class tickets nor car rental.

Date, signature of NATO Consultant:

**Date, signature of the SfP Programme Director
for approval of the above mentioned travel:**

Anticipated consultant fee for this mission *: (give number of <u>working days and half days</u>)		TOTAL FEE (EUR):	
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* See terms of your contract! No fee can be claimed for travelling time. For claiming the fee, a detailed invoice is required.

IMPORTANT – FOR THE CONSULTANT TO COMPLETE:

Fax number of the Consultant to which this form should be returned:

FAX: - -
country code city code fax number