

2nd expert workshop on a gdm
22-23 February 2010
Novotel Bali Nusa Dua, Indonesia

Reimbursement procedures

What can be reimbursed?

- Airline ticket at economy class, if agreed prior to the workshop
- Taxis to and from the airport in Bali
- Indonesian visa costs
- Maximum of USD 30 for other incidental expenses as proven by receipt

Required supporting documentation

- Actual airline ticket showing itinerary and cost
- Taxi receipts
- Visa receipt
- Other receipts

Claim process

Please send an email claim to bali@earthmind.net attaching scanned copies of all supporting documentation.

- The email claim should contain a totalled list of all expenditures claimed, converted in one sum to one of the following currencies: Euro, CHF or USD.
- The email claim must include full banking details, including name and address of claimant, name and address of bank and bank account holder, bank account number, bank identification (IBAN if available, SWIFT, BIC or ABA as available).

Claims must be submitted within 30 days of close of the meeting, i.e. by 25 March 2010.