

CFA - Declaration form for non-employees

Surname and initials: _____
Street and house number: _____
Postal code, city and country: _____
E-mail address: _____
Name contact / Department Radboud University: _____

Cost heading, Project or Specification is necessary to proceed your declaration form

Cost heading: _____ Specification: _____
Project and task number: _____ Task number: _____
Payment by IBAN/SEPA IBAN: _____
Other payment method Bank account number: _____
BIC / SWIFT: _____
ABA (USA): _____
Name+address of bank: _____

Business purpose

State the reason for the costs incurred and/or a description and date of the work performed.

Travel expenses

Travel from: _____ To: _____
Date of departure: _____ Date of return: _____
Purpose of trip: _____
Kilometers by car: _____ x _____ per km _____ According www.anwb.nl (fastest route)
Public transport (train, boat, plane, taxi): _____

Accommodation expenses

Hotel incl/excl breakfast: _____
Breakfast/lunch/dinner: _____
Car rental: _____
Additional expenses: _____

Other expenses

Conference/seminar/symposium expenses: _____
Books, journals, etc: _____
Printing and material costs: _____
Fees: _____
Additional expenses: _____

Advance received: _____ -/-

Total amount declared: _____

Date: _____

☐ I hereby declare that I have completed this form truthfully

If you use a different program than Adobe Acrobat to open this form, you must save the completed version by printing or exporting it as a PDF.

Please note:

- The declaration form must be submitted within three months after the expenses have been incurred
- Please e-mail this form with receipts to: crediteuren@cif.ru.nl
- For information about claims, send an e-mail to: crediteuren@cif.ru.nl