

To
Name and address of the project co-ordinator

Date:

Ref: Request for money transfer

Personal data	First name:	Family name:	
	Acad. title:	Date of birth (dd/mm/yyyy):	Nationality:
Home address (centre of vital interests)	Street, house no:	Country:	
	Postal code:	City:	
Employed at (full address)	Name of institution:	Country:	
	Street, house no:	City:	
Other residence(s) abroad, if any (full addresses)	Street, house no:	Country:	
	Postal code:	City:	

I herewith ask for the transfer of the amount of Euro. This amount covers my costs in the framework of the Project No. XXXXXX *Project title*, as follows:

Type of costs	Costs in local currency		Exchange rate*	Equivalent in EUR
	Amount	Currency		
TOTAL				

*The exchange rate set by the European Commission at <http://ec.europa.eu/budget/inforeuro>

Please be so kind and transfer the above mentioned amount to my bank account:

Account holder:
Account number:
IBAN:
Bank:
SWIFT/BIC code:

I declare hereby that my abode in Austria is not longer than 6 months (183 days) in the calendar year (limited tax liability) and my income in Austria will not exceed the annual amount of €2.000,-- (after deduction of possible travel and accommodation costs which have been covered by me and proved by relevant documents).

Signature