

IUPAC General Assembly 2003: CLAIM FORM

For reimbursements before or at the General Assembly, claim form must reach IUPAC Secretariat by: 1 July 2003	<u>PLEASE TYPE OR WRITE IN CAPITAL LETTERS AND RETURN TO:</u>
Name: _____ Address: _____ _____ _____ _____ E-mail Address: _____	IUPAC Secretariat P.O. Box 13757 Research Triangle Park, NC 27709 USA Fax: +919-485-8706 E-mail: secretariat@iupac.org

Meeting attended: _____
Dates: _____ Place: Ottawa, Canada

TRANSPORTATION EXPENSES (Please state in national currency)

From: _____ To: Ottawa, Canada TOTAL: _____

SUBSISTENCE

_____ days at USD 116 per day TOTAL USD: _____

Please note that all USA residents will automatically receive a USD check

PAYMENT INSTRUCTIONS

	Transportation	Subsistence
Bank Transfer to your personal account number _____	<input type="checkbox"/>	<input type="checkbox"/>
SWIFT Code _____		
Account name _____		
Bank Name _____		
Bank Address _____		
Sort Code or Bankleitzahl (if applicable) _____		

OR Check in national currency. *Please confirm with the Secretariat that checks in your national currency are available.*

OR Check in Canadian Dollars, in advance or at Ottawa

Date: _____	Approved by Treasurer
Signature: _____	

Instructions for filling out the IUPAC Claim Form for the Ottawa General Assembly

1. Please be sure to provide your complete mailing address and e-mail address so that we can contact you if necessary. Please do not assume we have your correct contact information in our records.
2. This form is for the use of Titular Members of Division and Standing Committees and others specifically authorized by the appropriate IUPAC officer.
3. The meeting attended is the specific meeting, such as Division Committee III or Committee on Chemistry Education. If you are attending more than one meeting, please list all the meetings you will be attending at the General Assembly.
4. Transportation expenses include economy airfare, train fare, and airport or train connections. These should be given in your national currency.
5. The number of days of subsistence is calculated by adding one to the number of nights of hotel accommodation for the period you will be at the General Assembly. If you plan to stay for the Congress, please do not count those nights.
6. Payment for Transportation and Subsistence can be made separately, if necessary, but are in general made using the same method. Payment can be made by bank transfer or by check. Payment by check is available in a limited number of major currencies. Please ask the Secretariat if payment by check is available for your currency before returning the form.
7. Please indicate on the form if you require payment by a specific date in order to pay for tickets or hotel deposits.