

European Union

Advanced Gateway to the Meetings Team

[Meeting Venue]

[Country Name (where the meeting is from)]

[Venue], [Date]

Dear Sirs,

[Mr.] Or [Mme] [Expert Name], who represented our [Delegation Name] [Meeting title] in [Meeting Venue] on [Meeting Date], paid all costs connected with his participation (air, train ticket(s), hotel(s) in Brussels etc.) from his private bank account.

Please therefore pay **his/her** claimed expenses to **his/her** private account no. [Bank Account IBAN Number] in [Bank Name].

Kind regards

[Responsible Name]
[Responsible function]
[Signature]

[Responsible Name]
[Responsible Function]
[Signature]