**REIMBURSEMENT FORM – Institut Pascal 2019**

**\*\* PLEASE FILL OUT THIS FORM ON THE COMPUTER – NOT BY HAND \*\*
Screenshot of bank references could be handed in separately or pasted within this document**

Date d’arivee**/Date of arrival** Date de depart**/Date of departure** (if not finalized yet, please indicate so):

DD/MM/YYYY DD/MM/YYYY

AS IN PASSEPORT : Nom**/Last Name** :

AS IN PASSEPORT : Prénom**/First Name** :

Établissement de la personne**/Home Institution** :

Poste occupé**/Position** :

Adresse postale personnelle**/Home Address** :

Adresse postale professionnelle**/Work Address** :

Adresse courriel / **E-mail Address** :

Informations complémentaires**/Additional Information** :

**BANK RELATED INFORMATION :**

Adresse postale de la banque**/Address of Bank** :

Numéro de Compte **/Account Number** :

IBAN**/IBAN** (for Europe and a few other countries):

BIC**/BIC** (for Europe and a few other countries):

SWIFT**/SWIFT** (for Australia, USA and most other countries) :

Routing Number/ **Routing Number** (for American banks, mandatory) **:**

\*\* Or a “RIB” – when having one \*\*

**PLEASE ADD THE FOLLOWING PIECES :**

1. *your banking references (a statement or a screenshot of your bank account with name, address of the bank, account number, IBAN, BIC SWIFT, ABA/routing number, SORT CODE)*
2. *a copy of the reimbursable invoice, if applicable.*