



Travel cost



Tutorial for travel cost form

The travel cost form was created to make it convenient for you to claim your travel cost and to make sure that EUNET gets all information required by national or European laws and rules.

A European network like EUNET is not only challenged by different procedures when it comes to accounting, but also by an endless variety of different computers. The form was tested by several persons on different computers and so far it works on 95% of all systems. If you are one of the unlucky ones who have trouble using the form, please check the two first bullet points below before you get in contact with the EUNET office.

The bullet points below as well as the pictures on the following pages should help you to understand how the form works and what is expected from you to do.

- You need the software **Adobe Reader 8.1 or higher** installed on your computer. This software is **free of charge** and can be downloaded on the Adobe website and is running on all operation systems.
- If you use **third party software** instead of Adobe Reader the form may not work. It's recommended that you install Adobe Reader in addition to your existing software.
- Check if you have the **latest version** of the travel cost form (see [website](#))
- The form is in English but works with all languages based on the Latin alphabet.
- Please **use English, French or German** to fill in the form. All other languages will give the auditor a headache.
- Please read the **travel cost rules** for the related conference or meeting before you start to fill in the form.
- Please do not claim cost which are not covered according to the travel cost rules. Those cost will simply be scratched out.
- You want your money back? Than make sure that you provide valid **bank account information**.
- You want a better form? **Comments** on how to improve the form are **always welcomed!**

1. One left-click on arrow to open a list of pre-selections

The screenshot shows the EUNET Travel cost form. At the top left is the EUNET logo. The main title is 'Travel cost'. Below the title are several input fields: 'Last name', 'First name', 'Travel dates (Start)', 'Travel dates (End)', 'Destination', and 'Purpose'. To the right of the date fields is a checkbox labeled 'I (partly) used None-Euro-Currenc(y)ies'. Below the 'Destination' dropdown is a list of cities: Berlin, Bonn, Bruxelles, Gimborn, Lohmar, and Strasbourg. A red arrow points from the top instruction to the small downward arrow on the 'Destination' field. Another red arrow points from the bottom instruction to the 'Bruxelles' option in the list. At the bottom of the form, there are checkboxes for 'Car', 'Train', 'Plane', 'Public transportation', and 'Other cost'. A yellow box on the left contains the text 'Please select cost you want'.

2. One left-click on name to select a destination

1. One left-click on arrow to open a list of pre-selections

The screenshot shows the EUNET Travel cost form. The form includes fields for Last name, First name, Destination, Travel dates (Start), Travel dates (End), and Purpose. A dropdown menu is open for the Purpose field, showing options: Conference and General Assembly, board meeting, committee meeting, and meeting. A red arrow points from the instruction box to the dropdown arrow, and another red arrow points from the instruction box to the 'Conference and General Assembly' option. A yellow box on the right contains a checkbox labeled 'I (partly) used None-Euro-Currenc(y)ies'. A yellow box at the bottom contains checkboxes for 'Train', 'Plane', 'Public transportation', and 'Other cost'. A yellow box on the left contains the text 'Please select the cost you want to claim'.

EUNET Travel cost

Last name Travel dates (Start) I (partly) used None-Euro-Currenc(y)ies

First name Travel dates (End)

Destination

Purpose

Please select the cost you want to claim

Conference and General Assembly
board meeting
committee meeting
meeting

Train Plane Public transportation Other cost

2. One left-click on name to select a purpose



1. One left-click on (in) box

2. Arrow appears

Last name

First name

Destination

Purpose

Travel dates (Start)

Travel dates (End)

I (partly) used None-Euro-Currenc(y)ies

3. One left-click on arrow

4. Calendar appears



5. Change month and year by left-click on arrow

Last name

First name

Destination

Purpose

Travel dates (Start)

Travel dates (End)

I (partly) used None-Euro-Currenc(y)ies

6. One left-click to select a date

August 2009						
Mo	Di	Mi	Do	Fr	Sa	So
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Heute: 27.08.2009



Travel cost



1. One left-click on box

Last name Travel dates (Start)

First name Travel dates (End)

Destination

Purpose

I (partly) used
None-Euro-Currenc(y)ies

1. Non-Euro-Currency

2. Non-Euro-Currency

Please select (dropdown) the type of cost you want

Public transportation Other

- CZK
- DKK
- GBP
- HRK
- HUF
- NOK
- PLN
- SEK
- TRY

2. One left-click on arrow to open a list of pre-selections

3. One left-click on currency to select it

1. One left-click on each box you want to claim cost for (multiple choice)

Please select (click on box) all type of cost you want to claim (multiple choice)

Car Train Plane Public transportation Other cost

Car

I departed from and traveled to

I departed from and traveled to

Kilometers in total

2. Fields to fill in data appears for above checked boxes

Train

I departed from and traveled to Euro

I departed from and traveled to

Note:

You need to click at least on one box – otherwise the form is empty
All cost which are not car, train, plane or public transportation are “Other cost”

1. Make a clear description for each type of "Other cost"

Any other cost
Description

		Euro	DKK	GBP
1.				
2.				
3.				
4.				
5.				
	Sub-total			

2. Make sure that you put the amount in the correct column related to the chosen currency(ies)

[Click here to continue with page 2](#)

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3. One left-click or scroll down to get to page 2