Tutorial for travel cost form

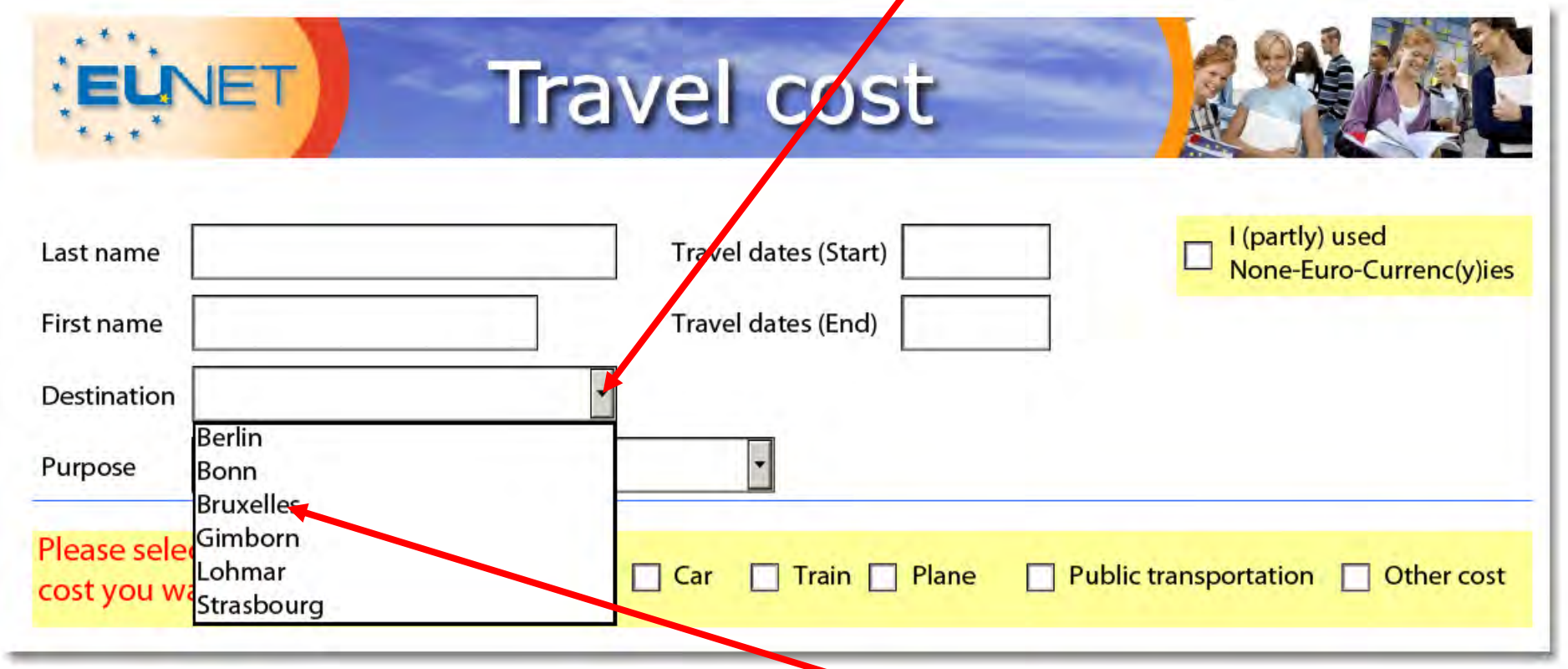
The travel cost form was created to make it convenient for you to claim your travel cost and to make sure that EUNET gets all information required by national or European laws and rules.

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.

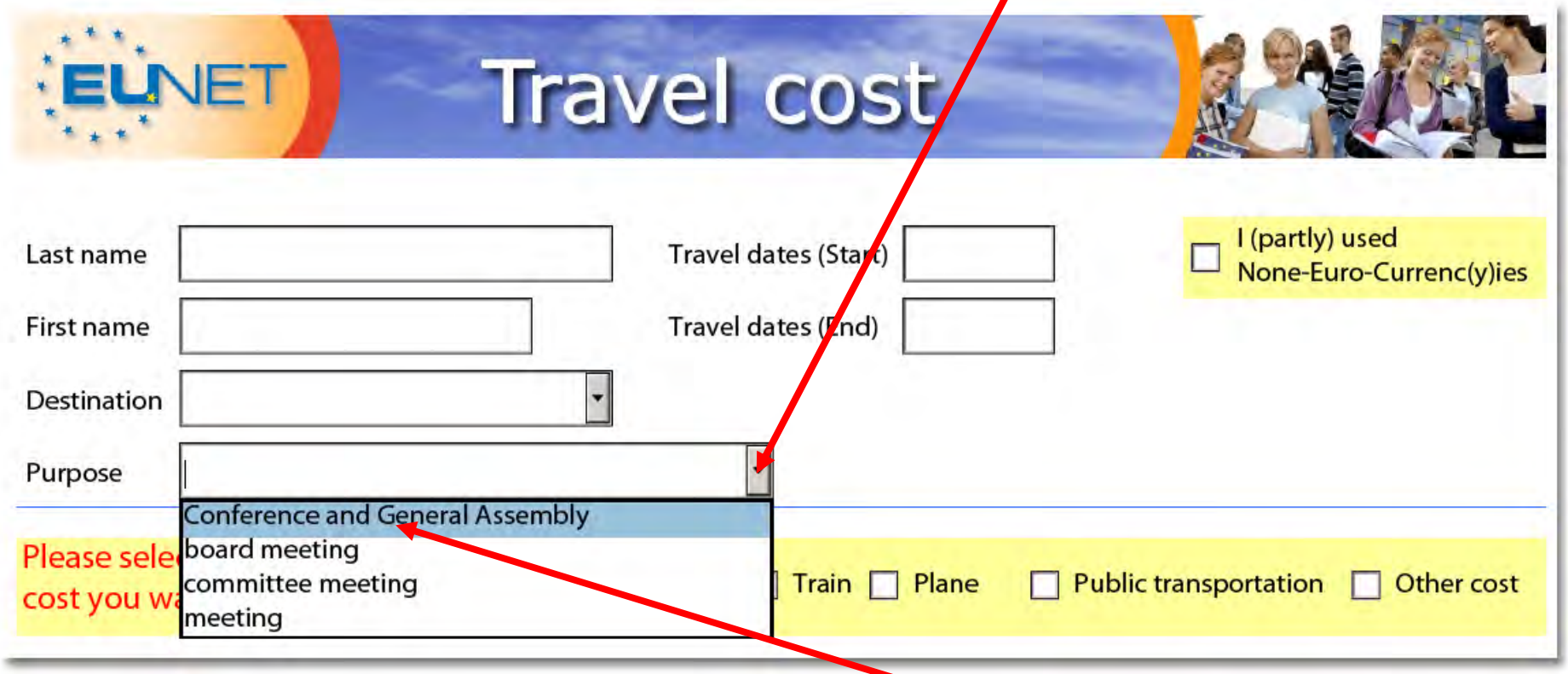
- You need the software **Adobe Reader 8.1 or higher** installed on your computer. This software is **free of charge** and can be downloaded on the Adobe website and is running on all operation systems.
- If you use **third party software** instead of Adobe Reader the form may not work. It‘s recommended 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

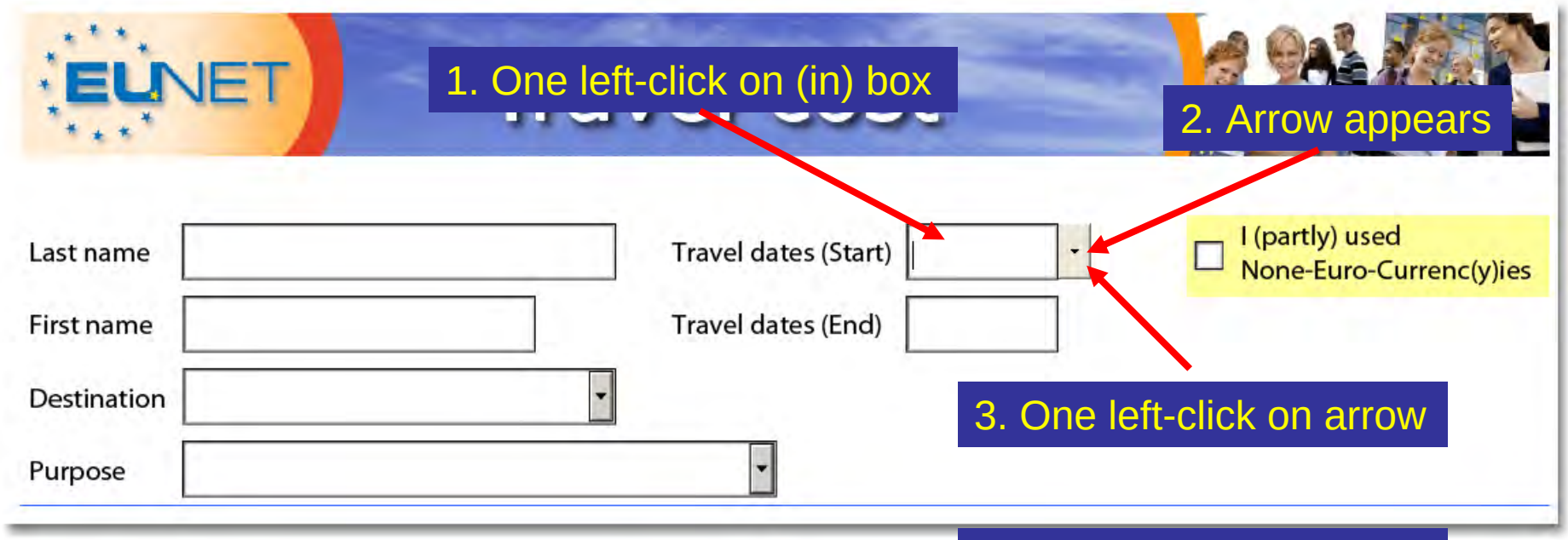


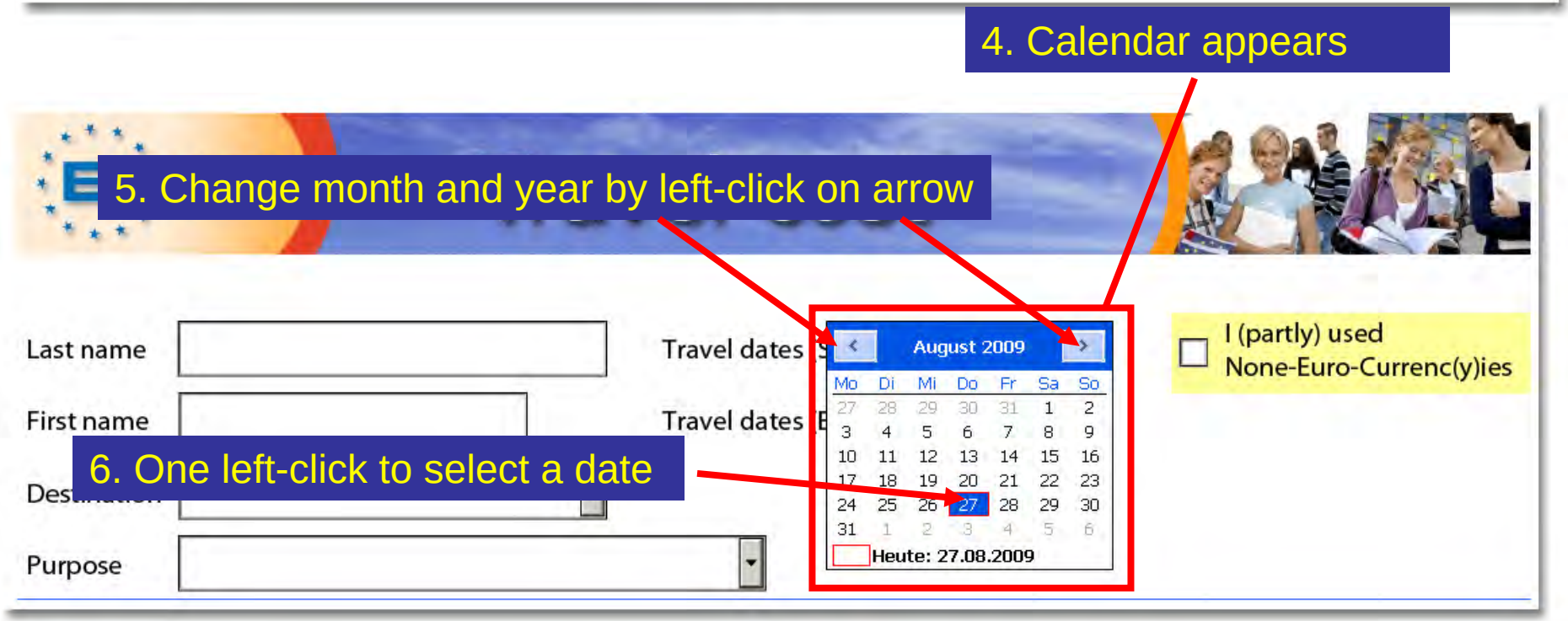
2. One left-click on name to select a destination

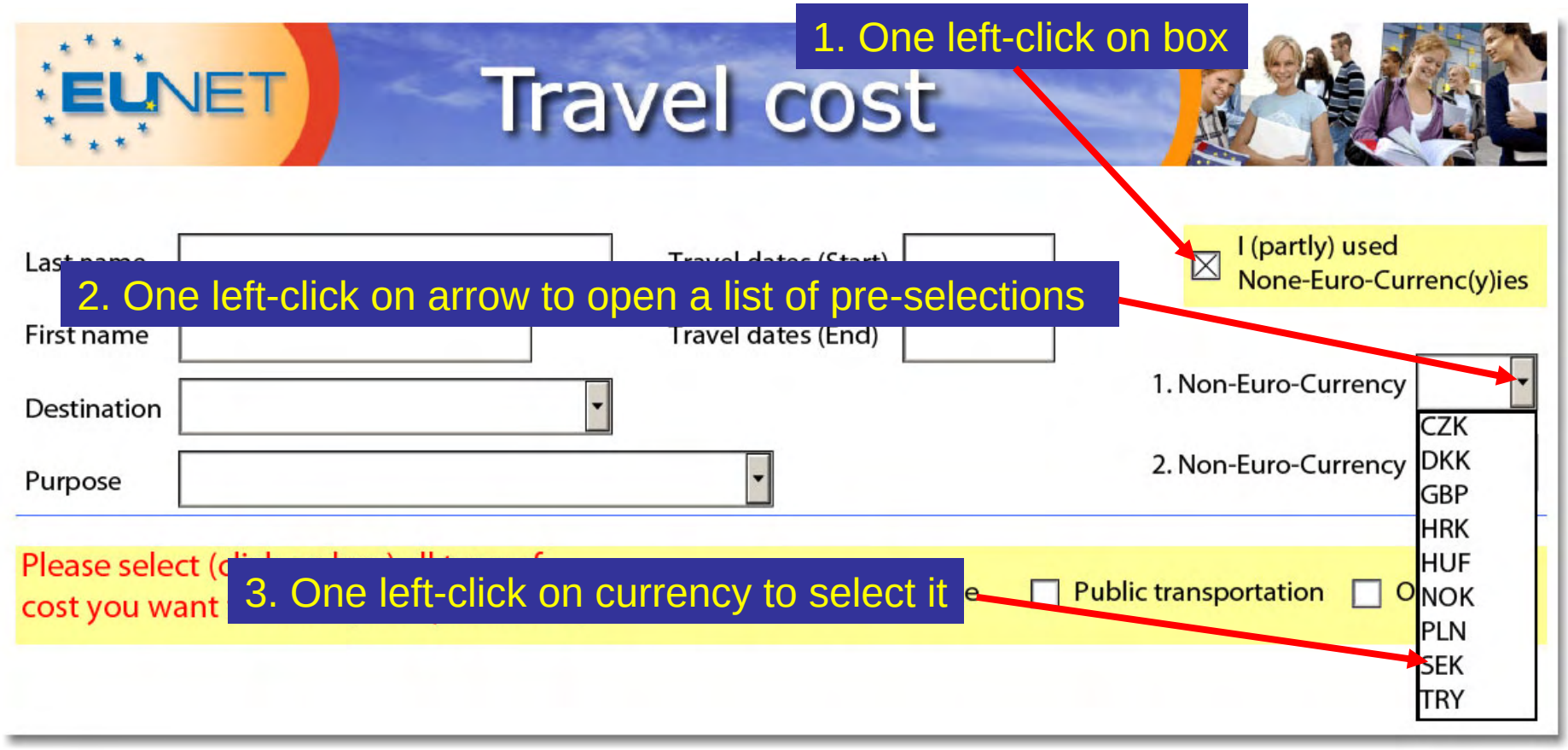
1. One left-click on arrow to open a list of pre-selections



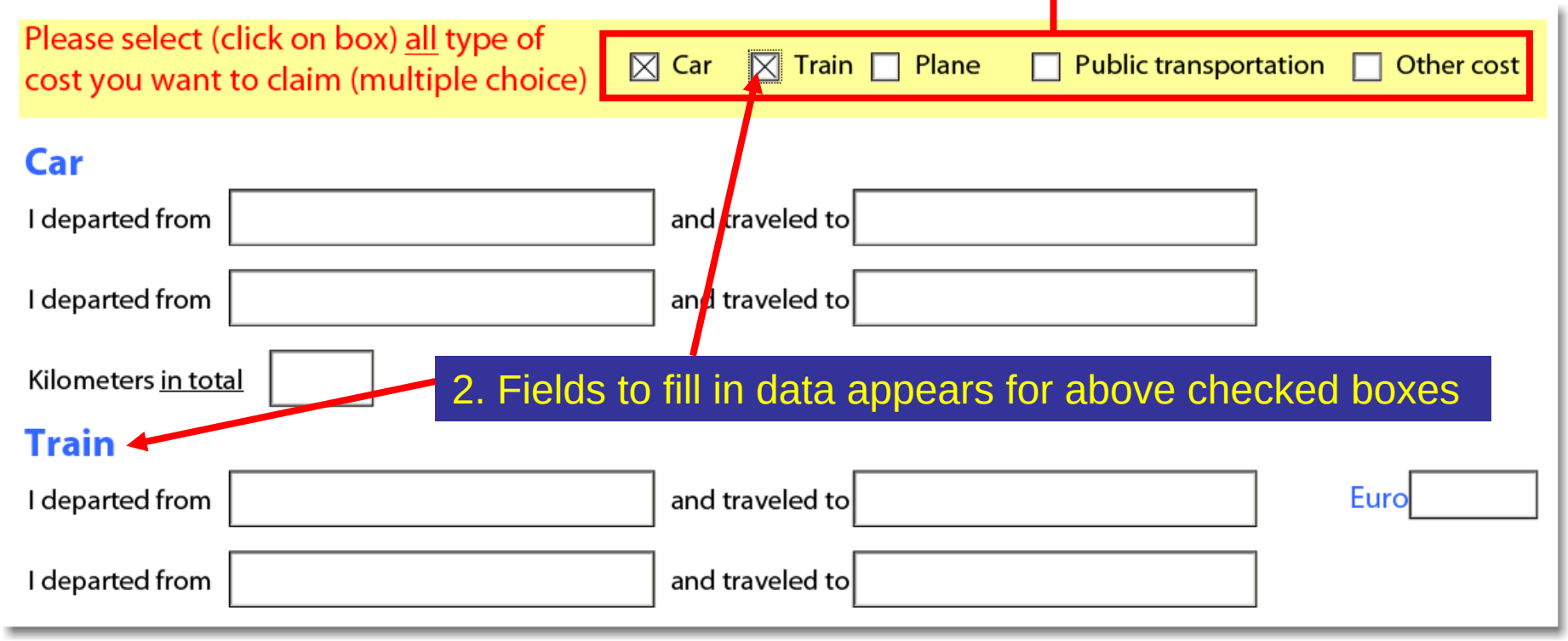
2. One left-click on name to select a purpose


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
6. One left-click to select a date
Last name
First name
Purpose
Travel dates
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
I (partly) used
None-Euro-Currenc(y)ies


EUNET
Travel cost
1. One left-click on box
I (partly) used None-Euro-Currenc(y)ies
2. One left-click on arrow to open a list of pre-selections
First name
Travel dates (End)
Destination
Purpose
1. Non-Euro-Currency
2. Non-Euro-Currency
CZK
DKK
GBP
HRK
HUF
NOK
PLN
SEK
TRY
3. One left-click on currency to select it
Public transportation

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

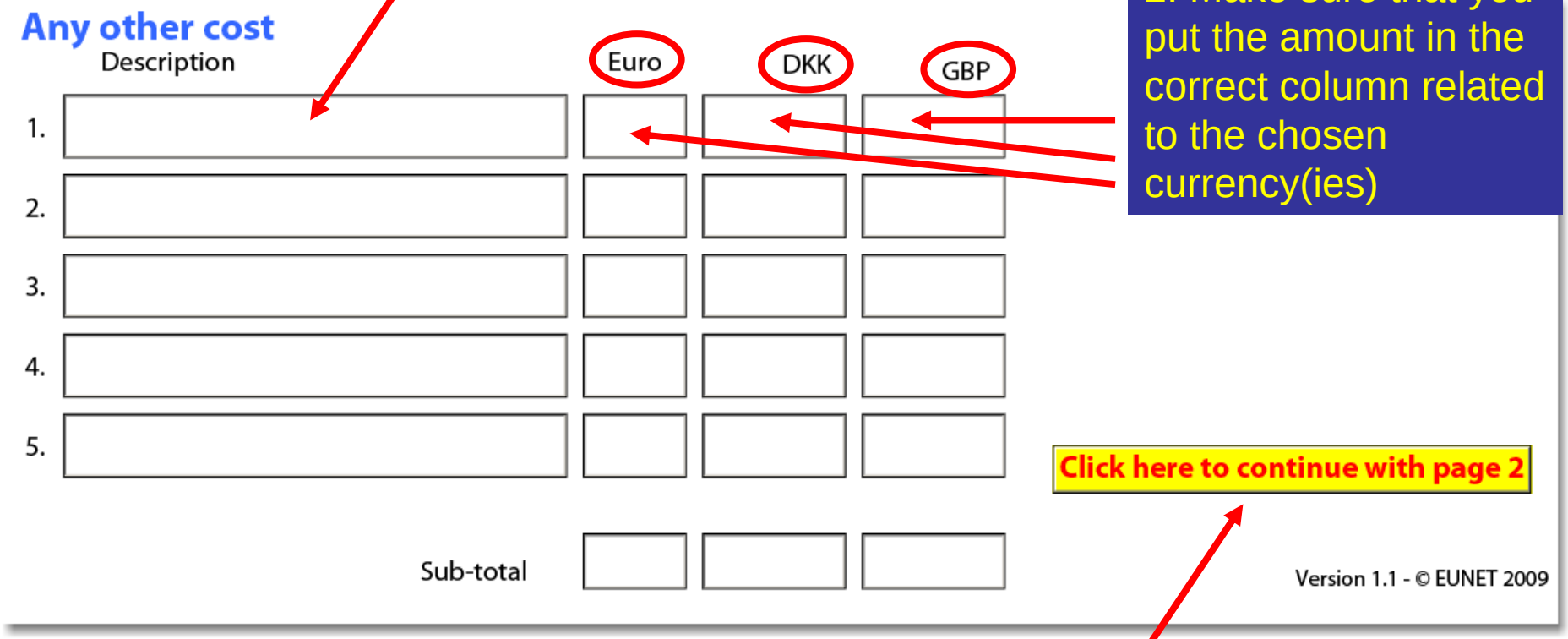


2. Fields to fill in data appears for above checked boxes

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”

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



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