



# 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)', and 'Destination'. The 'Destination' field is a dropdown menu that is currently open, showing 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 right side of the 'Destination' field. Another red arrow points from the bottom instruction to the 'Bruxelles' option in the dropdown list. To the right of the 'Travel dates' fields, there is a checkbox labeled 'I (partly) used None-Euro-Currenc(y)ies'. Below the 'Destination' field, there is a 'Purpose' dropdown menu. At the bottom of the form, there is a yellow bar containing five checkboxes: 'Car', 'Train', 'Plane', 'Public transportation', and 'Other cost'. A red text box on the left side of the form says '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 header includes the EUNET logo and the title "Travel cost" next to a photo of students. The form contains several input fields: "Last name", "First name", "Destination" (a dropdown menu), "Travel dates (Start)", "Travel dates (End)", and "Purpose". A red arrow points from the instruction box to the small downward arrow on the "Purpose" field. Below the "Purpose" field, a dropdown menu is open, showing a list of options: "Conference and General Assembly", "board meeting", "committee meeting", and "meeting". A second red arrow points from the instruction box to the "Conference and General Assembly" option. To the right of the "Purpose" field, there is a checkbox labeled "I (partly) used None-Euro-Currenc(y)ies". Below the dropdown menu, there are four checkboxes: "Train", "Plane", "Public transportation", and "Other cost". A yellow box on the left side of the form contains the text "Please select the cost you want to claim".

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

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