

Procedure for the reimbursement of travel expenses 2021-2022 season

- 1/ The form must be duly completed, signed and submitted along with the following supporting documents: **invitation, train ticket, toll tickets, petrol, accommodation & refreshments receipts, etc.**
- 2/ No reimbursement will be possible if transportation was organised by the Ligue Grand Est du Sport Universitaire or Université de Lorraine Sports Association (ASUL) or for a personal request without ASUL agreement.
- 3/ Travel to Inter-Regional and French Championships fixtures will only be eligible for reimbursement when the ASUL office has agreed beforehand.
- 4/ ASUL will only reimburse meals put on by the organiser as well as those consumed on the fixture date; any other meals will not be reimbursed. No expenses related to the purchase of accessories (over-the-counter pharmacy products or nose clips for example) will be reimbursed.
- 5/ Students may be asked to contribute €12 to €20 out-of-pocket, per day and per person, towards travel involving one or more overnight stays (amount to be decided prior to departure and deducted from the reimbursements claimed regarding students not participating in travel organised by ASUL). For travel organised by ASUL, the amount will be payable prior to departure, otherwise the trip will be cancelled; said amounts will be collected even where a student pulls out.
- 6/ If optimal use is not made of cars, no refunds will be possible.
- 7/ Where possible, please enclose **bank details** or a stamped envelope to enable us to make the reimbursement.

Please send the form and all supporting documents no later than 8 days following the fixture to :

delphine.lessinger@univ-lorraine.fr

SPORT :
 TRAVEL MANAGER :
 Circle as appropriate : ACAD - IR - CFE Score :
 Fixture venue :
 FULL NAME : COURSE :
 Address : PC : Town/city :
 Telephone : Email :

PLEASE COMPLETE BASED ON THE REASON FOR TRAVEL :

1/ Academic travel :

Route travelled :

Date :

Reimbursement made on : Cheque no. :

**Lump sum reimbursement
for return trips by car**

Nancy – Epinal : €23
 Nancy – Metz : €20
 Metz – Longwy : €19
 Nancy – Longwy : €30

2/ Inter-regional & French Championships fixture / Venue : Date :

-distance travelled (km) and simulation on the mappy online route planner : €

>>>>>>>> OR <<<<<<<<<

-Toll : €..... -Petrol (Rental) : €..... - Bus : €.....

-Train tickets : €..... - Metro : €.....

TOTAL TRAVEL EXPENSES : €.....

Please attach (or append) the corresponding supporting documents here :

-Accommodation : €..... nights X €35.00 €.....

-Meals : X €.....

- TOTAL STAY EXPENSES €

(the accomodation invoice must be attached)

Reimbursement made on : Cheque no. :