7.02.2019

Within the scope of the BAP ...……(Number and Title)………project I am conducting, the travel expenses in the application form are invoiced and I kindly ask your support and assistance to cover the related costs from our project budget expenses and to make the payments to ……………….(the names of the people requesting the payment needs to be written)

Sincerely,

Project Coordinator (Name, Surname, Title, Signature)

Enclosures:

1) Miscellaneous Expense Claim Form

2) Spending Receipt / Invoice Originals