

## REQUEST FOR PAYMENT – EXPLANATIONS

ADFI = UCL FINANCIAL ADMINISTRATION

This form only concerns those who are **not members of UCL** and who are not bound by a contract of employment to this institution

### • Information concerning the person making the request/provider of services

Give the **name** and **first name** of the person who rendered the services or who incurred the expenses together with his/her **complete address**.

### • Bank details

Give the bank account to which payment is to be made. Clearly distinguish between the **bank account holder** and his/her **address** if they are different from those of the person making the request for payment.

#### If making payment to an account outside Belgium

Give clear indications of all relevant information concerning the account.

Some examples of bank account structures :

|                    |                     |                           |                              |                            |                 |
|--------------------|---------------------|---------------------------|------------------------------|----------------------------|-----------------|
| * France :         | xxxxx<br>bank code  | yyyyy<br>branch code      | zzzzzzzzzz<br>account number | aa<br>check digit          | (23 characters) |
| * United kingdom : | xxxxxx<br>sort code | zzzzzzz<br>account number |                              |                            | (14 characters) |
| * Spain :          | xxxx<br>bankcode    | yyyy<br>branchcode        | aa<br>check digit            | zzzzzzzzz<br>codiga cuenta | (20 characters) |

If at all possible, please use the IBAN code for countries of the European Union.

### • Reason for and details of the request for payment

#### - Services

Make a circle around the **type** of service rendered and give **details of its nature** in the box provided. Provide the **date** and **circumstances**. State the amount in EUROS and, if necessary, in local currency.

#### - Expenses and disbursements

Give a list of expenses and outlays made by the person who requests payment.

For travel and lodging, clearly state the **dates**, **places** and **number of kilometres**, the **nature** of the mission and the means of transportation.

If the request for payment is based on sales receipts etc., make a list of these receipts, **number** them and attach the originals in the same order as the list. If the dimensions of the receipts are smaller than the usual format for an invoice, please stick them on A4 format sheets of paper.

The amount of each receipt should be given **in local currency**. Indicate the **currency** and the **exchange rate** at the going rate when the currency was bought. Always give proof of the exchange rate applied (Bank's exchange slip). In the absence of such proof, ADFI will either apply the exchange rate of the day on which the activity took place, or the best rate for the period. Give also the **amount in EUROS** and **add up** the total amount in EUROS. **Add up** the amounts in **local currency** if there is only one.

For reimbursements based on flat-rate allowances and when the payment is to be charged to an internal account on the Ordinary Budget, keep to the limitations and maximum amounts fixed by the UCL's Board of Directors. For reimbursements based on flat-rate allowances and when the payment is to be charged to an external account, use the specific rules laid down in the research contracts; in the absence of such rules, use those of laid down by UCL.

### • Signatures and payment stickers

The person making the request must **sign** the form and obtain the agreement of the account holder(s) of the internal account(s) to which the expenses are to be charged. This agreement takes the form of attaching one (or several) **payment stickers** correctly filled in and signed by the account holder.