

APPENDIX IV

- Declaration to be signed by persons invited by the Agency and participating in a meeting on a private basis, as a self-employed expert or requesting reimbursement of expenses on a personal account -

TO BE RETURNED TO THE RESPONSIBLE AGENCY STAFF MEMBER BY MAIL.

THIS FORMAL DECLARATION HAS TO BE SIGNED AND RETURNED ONLY ONCE.

SUBJECT: Formal declaration of agreement with the terms and conditions for the reimbursement of travel and subsistence expenses to outside persons (ref. ED Decision 2013/010/F and Annex).

Last name, first name:

Please further complete the name of the body or meetings in which you participate:

Acting as a member or expert of/for

Please indicate what applies to you:

- Participation in meetings/assignments as a self-employed expert.
- Participation in meetings/assignments on a private basis.
- Request of reimbursement of the expenses concerned on my personal bank account.

I, the undersigned,

Declare that I have received and read the terms and conditions for the reimbursement of travel and subsistence expenses, explained in the Annex to ED Decision 2013/010/F.

I agree with the condition that my application form for the reimbursement of travel and subsistence expenses, incurred for meetings or assignments in which I participate on the invitation of the European Aviation Safety Agency, must be submitted, together with supporting documents, within three months after the meetings or the assignments in which I participate.

After this time limit, I acknowledge that the Agency reserves the right not to honour my request for reimbursement of expenses.

Done at on .../.../...

Signature