

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCHKE Destination of mission: Berlin - Present OIRA at BDA meeting
 Mission ref (Internal): CS 16/17
 Activity: 3.1 OIRA
 Start of mission: 05/11/2017 16:25 (1)
 End of mission: 07/11/2017 00:45
 Duration of mission: 1 days 08:20 hours
 Number of daily allowances: 1.5

Agent must ask comparison of prices to AMEX

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	DE	Daily allowance Germany	1.5	97.00	eur	145.50	1.00000	145.50	
TA	ES	taxi Spain	1	27.00	eur	27.00	1.00000	27.00	62.00 (2)
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
TA	DE	taxi Germany	1	30.00	eur	30.00	1.00000	30.00	57.00 (2)
TA	DE	taxi Germany	1	27.00	eur	27.00	1.00000	27.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	264.50

Completed by: <u>[Signature]</u>	0.00	Advance paid: EUR	
24-Nov-17		Payment due: Total EUR :	264.50

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	308.39
AMEX	Booking fee	22.11
Total € =		330.50

AUTHORISING OFFICER	
"Good for payment"	
Item: 3030	Commitm.: OSH.6048
Name: <u>[Signature]</u>	
Signature: <u>[Signature]</u>	
Date: <u>28/11/17</u>	

Budgetary line 3030-C1 :	EUR	595.00
--------------------------	-----	--------

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time for the departure is applied
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION	595.00
-----------------------	--------

PO.OSH. 17285

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: Berlin - Meeting organised by the German Focal point
 Mission ref (Internal): CS 15/17
 Activity: 6.4 Strategic & Operational Networking
 Start of mission: 08/10/2017 11:25 (1)
 End of mission: 10/10/2017 00:40
 Duration of mission: 1 days 13:15 hours
 Number of daily allowances: 2

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	DE	Daily allowance Germany	2	97.00	eur	194.00	1.00000	194.00	58.00 (2)
TA	ES	taxi Spain	1	23.00	eur	23.00	1.00000	23.00	
TA	DE	taxi Germany	1	35.00	eur	35.00	1.00000	35.00	
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	287.00

Completed by : /	0.00	Advance paid: EUR	
30-Oct-17		Payment due: Total EUR :	287.00

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	280.00
AMEX	Booking fee	22.11
AMEX	Flight	182.09
AMEX	Booking fee	22.11
AMEX	Change in flight	50.00
AMEX	change fee	10.14
Total € =		556.45

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: AS	
Signature:	
Date:	

Budgetary line 3060-C1 :	EUR	843.45
--------------------------	-----	--------

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time for the departure is applied
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION	843.45
-----------------------	--------

PO.OSH. 17149

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCHKE Destination of mission: Brussels - EMPL Day
Mission ref (Internal): CS 14/17
Activity: 6.4 Strategic & Operational Networking
Start of mission: 17/09/2017 12:20 (1)
End of mission: 19/09/2017 00:40
Duration of mission: 1 days 12:20 hours
Number of daily allowances: 2

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	2	102.00	eur	204.00	1.00000	204.00	130.30 (2)
TA	ES	taxi Spain	1	25.00	eur	25.00	1.00000	25.00	
TA	BE	taxi Belgium	1	37.10	eur	37.10	1.00000	37.10	
TA	BE	taxi Belgium	1	33.20	eur	33.20	1.00000	33.20	
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	334.30

Completed by : A 0.00
13-Oct-17
Advance paid: EUR
Payment due: Total EUR : 334.30

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	357.97
AMEX	Booking fee	22.11
Total € =		380.08

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : EUR 714.38

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time for the departure is applied
- (2) Supplementary payment request re. taxi provided by agent
- (3)

TOTAL COST OF MISSION 714.38

PO.OSH. 17034

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Singapore - World Congress on safety & Health at work 2017**
 Mission ref (Internal): **CS 13/17**
 Activity: **6.4 Strategic & Operational Networking**
 Start of mission: **31/08/2017 12:15**
 End of mission: **07/09/2017 15:30**
 Duration of mission: **7 days 03:15 hours**
 Number of daily allowances: **7.5**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	SG	Daily allowance Singapore	7,5	75.00	eur	562.50	1.00000	562.50	
RB	SG	Reduction for breakfast	5	-11.25	eur	-56.25	1.00000	-56.25	
H	SG	Hotel expenses Singapore	5	370.76	sgd	1853.80	1.61670	1146.66	1853sgd (1)
RM	SG	Reduction for melas offered	2	-22.50	eur	-45.00	1.00000	-45.00	
TA	SG	Taxi Singapore	1	27.63	sgd	27.63	1.61670	17.09	48,61 sgd (2)
TA	SG	Taxi Singapore	1	20.98	sgd	20.98	1.61670	12.98	(2)
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	70 (3)

0	0.00	Total EUR :	1672.98
Completed by :		Advance paid:	EUR
13-Oct-17		Payment due:	Total EUR : 1672.98

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	2,861.21
AMEX	Booking fee	22.11
Total € =		2,883.32

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Committm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : EUR 4556.30

Is the mission combined with week end? No

- (1) Supplementary payment request re. hotel provided by agent
- (2) Supplementary payment request re. taxi provided by agent
- (3) Duplicated taxi ticket, only one ticket is valid

TOTAL COST OF MISSION 4556.30

PO.OSH. 17033

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCEK Destination of mission: Parma - Heads of Agency meeting
 Mission ref (Internal): CS 12/17-2
 Activity: 6.4 Strategic & Operational Networking
 Start of mission: 05/07/2017 10:20 (1)
 End of mission: 07/07/2017 23:10
 Duration of mission: 2 days 12:50 hours
 Number of daily allowances: 3

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	IT	Daily allowance Italy	3	98.00	eur	294.00	1.00000	294.00	
RM	IT	Reduction for meals Italy	1	-29.40	eur	-29.40	1.00000	-29.40	
H	IT	hotel expenses Italy	2	102.00	eur	204.00	1.00000	204.00	204.00
RB	IT	Reduction for breakfast Italy	2	-14.70	eur	-29.40	1.00000	-29.40	
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	44.00 (2)
TA	IT	taxi Italy	1	9.00	eur	9.00	1.00000	9.00	
RT	AT	Rail travel Austria	1	12.00	eur	12.00	1.00000	12.00	12
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	495.20

Completed by	0.00	Advance paid:	EUR
19-Jul-17		Payment due:	Total EUR : 495.20

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
Total € =		0.00

AUTHORISING OFFICER	
"Good for payment"	
Item:	3060 Commitm.: OSH.6054
Name:	
Signature:	
Date:	

Budgetary line 3060-C1 :	EUR 495.20
--------------------------	------------

Is the mission combined with week end? Yes

- (1) Mission combined with mission to Bucharest and with leave, substitute time is applied for the start of the mission according to proposal from AMEX
- (2) Supplementary payment request re. taxi provided by agent
- (3)

TOTAL COST OF MISSION	495.20
-----------------------	--------

PO. OSH. 16760

€

Mission to Bucharest 288,44
 " to Parma 495,20

 783,64 to be paid

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCHKEK

Destination of mission: Bucharest - National Network visit

Mission ref (Internal): CS 12/17-1

Activity: 6.4 Strategic & Operational Networking

Start of mission: 26/06/2017 09:45

End of mission: 29/06/2017 00:55 (3)

Duration of mission: 2 days 15:10 hours

Number of daily allowances: 3

code	country	Description of the expense	Quant.	Amount	Curr.	Total In currency	Euro rate	Euro	Claimed by agent
DA	RO	Daily allowance Romania	3	62.00	eur	186.00	1.00000	186.00	
RB	RO	reduction for breakfast	2	-9.30	eur	-18.60	1.00000	0.00	(1)
H	RO	Hotel expenses Romania	2	136.00	eur	272.00	1.00000	272.00	350.00 (1)
RM	RO	Reduction for melas offered	1	-18.60	eur	-18.60	1.00000	-18.60	
TA	ES	taxi Spain	1	27.87	eur	27.87	1.00000	27.87	27.87
		Diference in flight cost	1	-178.83	eur	-178.83	1.00000	-178.83	(2)
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	288.44

Completed by:	0.00	Advance paid:	EUR
19-Jul-17		Payment due:	Total EUR : 288.44

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	574.84
AMEX	Booking fee	22.11
AMEX	Flight	162.32
AMEX	Booking fee	22.11
AMEX	Flight	344.87
AMEX	Booking fee	22.11
Total € =		1.148.38

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 :	EUR	1436.80
--------------------------	-----	---------

Is the mission combined with week end? Yes

- (1) Hotel cost is aboved the maximunt hotel celing in Romani (136€), so ceiling is reimbursed and not deduction for breakfast is applied
 (2) Cost of flight without private detour 969.53€ (offer from AMEX), and cost of the flights used 1148.36€, the diference (178.83€) is deduced to agent
 (3) Mission combined with mission to Parma and with leave, susbtitute time for arrival is applied according to proposal from AMEX

TOTAL COST OF MISSION	1436.80
-----------------------	---------

PO.OSH. 16762

056 13310

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCEK **Destination of mission:** Ljubljana - National Network visit and OSH Conference
Mission ref (Internal): CS 11/17
Activity: 6.4 Strategic & Operational Networking
Start of mission: 14/06/2017 05:55
End of mission: 17/06/2017 00:55
Duration of mission: 2 days 19:00 hours
Number of daily allowances: 3

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	SI	Daily allowance Slovenia	3	84.00	eur	252.00	1.00000	252.00	
H	SI	hotel expenses Slovenia	2	111.26	eur	222.52	1.00000	222.52	222.52
RB	SI	Reduction for breakfast Slovenia	2	-12.60	eur	-25.20	1.00000	-25.20	
RM	SI	Reduction for meals Slovenia	1	-25.20	eur	-25.20	1.00000	-25.20	
TA	ES	taxi Spain	1	29.00	eur	29.00	1.00000	29.00	64.00
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	

0	Total EUR :	488.12
0.00	Advance paid:	EUR
26-Jun-17	Payment due:	Total EUR : 488.12

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	580.10
AMEX	Booking fee	22.11
Total € =		582.21

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name:	
Signature:	
Date:	

Budgetary line 3060-C1 :	EUR 1070.33
---------------------------------	--------------------

Is the mission combined with week end? No

- (1)
- (2)
- (3)

TOTAL COST OF MISSION	1070.33
------------------------------	----------------

PO.OSH. 16638

Comments

BREAKDOWN OF MISSION EXPENSES

Name: Christa SEDLATSCHKEK

Destination of mission: Luxembourg - B3 unit meeting - ACSH plenary - EU-OSHA Board meeting
Mission ref (internal): CS 10/17
Activity: 6.4 Strategic & Operational Networking

Start of mission: 30/05/2017 05:55
End of mission: 02/06/2017 00:55
Duration of mission: 2 days 19:00 hours

Number of daily allowances: 3

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	LU	Daily allowance Luxembourg	3	98.00	eur	294.00	1.00000	294.00	
RB	LU	Reduction for breakfast Luxembourg	2	-14.70	eur	-29.40	1.00000	-29.40	
H	LU	hotel expenses Luxembourg	2	120.00	eur	240.00	1.00000	240.00	240.00
TA	LU	taxi Luxembourg	2	17.00	eur	17.00	1.00000	17.00	271.40 (1)
TA	LU	taxi Luxembourg	1	17.00	eur	17.00	1.00000	17.00	
TA	LU	taxi Luxembourg	1	10.00	eur	10.00	1.00000	10.00	
TA	LU	taxi Luxembourg	1	14.60	eur	14.60	1.00000	14.60	
TA	LU	taxi Luxembourg	1	18.20	eur	18.20	1.00000	18.20	
TA	LU	taxi Luxembourg	1	25.00	eur	25.00	1.00000	25.00	
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
TA	LU	taxi Luxembourg	1	14.60	eur	14.60	1.00000	14.60	
TA	LU	taxi Luxembourg	1	57.00	eur	57.00	1.00000	57.00	
TA	LU	taxi Luxembourg	1	28.00	eur	28.00	1.00000	28.00	
TA	LU	taxi Luxembourg	1	28.00	eur	28.00	1.00000	28.00	
TA	LU	taxi Luxembourg	1	28.00	eur	28.00	1.00000	28.00	
TA	LU	taxi Luxembourg	1	28.00	eur	28.00	1.00000	28.00	
TA	LU	taxi Luxembourg	1	28.00	eur	28.00	1.00000	28.00	
TA	ES	taxi Spain	1	35.00	eur	35.00	1.00000	35.00	
								Total EUR :	776.00

Completed by :
09-Jun-17

0.00 Advance paid: EUR
Payment due: Total EUR : 776.00

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	631.23
AMEX	Booking fee	22.11
Total € =		653.34

AUTHORISING OFFICER
"Good for payment"

Item: 3060 Commitm.: OSH.6054
Name:
Signature:
Date:

Budgetary line 3060-C1 : EUR 1429.34

Is the mission combined with week end? No

- (1) Supplementary payment request re. taxi provided by agent
- (2)
- (3)

TOTAL COST OF MISSION 1429.34

PO.OSH. 16530

osh. 15409

Remarks

European Agency
for Safety and Health
at Work

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Brussels - OIRA High Level Community meeting**
 Mission ref (Internal): **CS 9/17**
 Activity: **3.1 OIRA**
 Start of mission: **15/05/2017 16:45**
 End of mission: **18/05/2017 00:40**
 Duration of mission: **2 days 07:55 hours**
 Number of daily allowances: **2.5**

code	country	Description of the expense	Quant.	Amount	Curr.	Total In currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	2.5	102.00	eur	255.00	1.00000	255.00	
H	BE	hotel expenses Belgium	2	163.00	eur	326.00	1.00000	326.00	326.00 (1)
RB	BE	Reduction for breakfast Belgium	2	-15.30	eur	-30.60	1.00000	-30.60	
TA	ES	taxi Spain	1	26.00	eur	26.00	1.00000	26.00	94.00 (2)
TA	BE	taxi Belgium	1	42.00	eur	42.00	1.00000	42.00	
TA	ES	taxi Spain	1	26.00	eur	26.00	1.00000	26.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	644.40

Completed by : _____ 09-Jun-17
 Advance paid: EUR _____
 Payment due: **Total EUR : 644.40**

3rd party	Description of the expense	Amount €
AMEX	Flight	373.65
AMEX	Booking fee	22.11
Total € =		395.76

AUTHORISING OFFICER	
"Good for payment"	
Item: 3030	Commitm.: OSH.6048
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3030-C1 :	EUR 1040.16
---------------------------------	--------------------

Is the mission combined with week end? No

- (1) Supplementary payment request re. hotel provided by agent. Only accomodation is reimbursed
- (2) Supplementary payment request re. taxi provided by agent
- (3)

TOTAL COST OF MISSION	1040.16
------------------------------	----------------

PO.OSH. **16529**

Remarks



BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Malta - Presidency event - Tripartite Conference on OSH**
 Mission ref (Internal): **CS 8/17**
 Activity: **6.4 Strategic & Operational Networking**
 Start of mission: **25/04/2017 12:35**
 End of mission: **27/04/2017 21:25** (1)
 Duration of mission: **2 days** **08:50 hours**
 Number of daily allowances: **2.5**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	MT	Daily allowance Malta	2.5	88.00	eur	220.00	1.00000	220.00	
RB	MT	Reduction for breakfast Malta	2	-13.20	eur	-28.40	1.00000	-28.40	
RM	MT	Reduction for meals Malta	1	-28.40	eur	-28.40	1.00000	-28.40	
H	MT	hotel expenses Malta	2	200.80	eur	401.80	1.00000	401.80	406.60 (2)
TA	ES	taxi Spain	1	26.00	eur	26.00	1.00000	26.00	74.00 (3)
TA	MT	taxi Malta	1	20.00	eur	20.00	1.00000	20.00	
TA	ES	taxi Spain	1	28.00	eur	28.00	1.00000	28.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	642.80

Completed by :

15-May-17

~~0.00~~ Advance paid: EUR
 Payment due: Total EUR : **642.80**

3rd party	Description of the expense	Amount €
AMEX	Flight	588.80
AMEX	Booking fee	21.98
AMEX	Flight	458.25
AMEX	Booking fee	21.98
AMEX	Change	70.00
AMEX	Booking fee	10.08
Total € =		1,171.09

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : EUR **1813.89**

Is the mission combined with week end? **yes**

- (1) Mission combined with week end in place of holidays, the end of the mission is considered when agent arrives to the place of holidays
- (2) Supplementary payment request re. hotel provided by agent. Invoiced amount is reimbursed
- (3) Supplementary payment request re. taxi provided by agent

TOTAL COST OF MISSION 1813.89

PO.OSH. **16368**

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Brussels - Exchange in good practices in OSH**
 Mission ref (Internal): **CS 7/17**
 Activity: **4.3 HWC 2016-2017**
 Start of mission: **21/03/2017 11:25**
 End of mission: **24/03/2017 00:35**
 Duration of mission: **2 days 13:10 hours**
 Number of daily allowances: **3**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	3	102.00	eur	306.00	1.00000	306.00	
H	BE	hotel expenses Belgium	1	220.00	eur	220.00	1.00000	220.00	469.00 (1)
TA	BE	taxi Belgium	1	38.80	eur	38.80	1.00000	38.80	199.80 (2)
TA	BE	taxi Belgium	1	40.00	eur	40.00	1.00000	40.00	
TA	ES	taxi Spain	1	45.00	eur	45.00	1.00000	45.00	
TA	BE	taxi Belgium	1	43.00	eur	43.00	1.00000	43.00	
TA	ES	taxi Spain	1	33.00	eur	33.00	1.00000	33.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	725.80

Completed by :	0.00	Advance paid:	EUR
07-Apr-17		Payment due:	Total EUR : 725.80

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	190.97
AMEX	Booking fee	21.98
Total € =		212.95

AUTHORISING OFFICER	
"Good for payment"	
Item: 3040	Commitm.: OSH.6049
Name:	
Signature:	
Date:	

Budgetary line 3040-C1 :	EUR 938.75
--------------------------	------------

Is the mission combined with week end? No

- (1) Supplementary payment request re. hotel provided by agent. Only accomodation is reimbursed
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION	938.75
-----------------------	--------

PO.OSH. 16251

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK**

Destination of mission: **Linz - Work Climate Conference**

Mission ref (Internal): **CS 6/17**

Activity: **4.3 HWC 2016-2017**

Start of mission: **16/03/2017 10:55**

End of mission: **18/03/2017 00:40**

(1)

Duration of mission: **1 days**

13:45 hours

Number of daily allowances: **2**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent	
DA	AT	Daily allowance Austria	2	102.00	eur	204.00	1.00000	204.00	63.10 (2)	
TA	ES	taxi Spain	1	25.00	eur	25.00	1.00000	25.00		
TA	AT	Taxi Austria	1	6.10	eur	6.10	1.00000	6.10		
TA	AT	Taxi Austria	1	7.00	eur	7.00	1.00000	7.00		
TA	ES	taxi Spain	1	25.00	eur	25.00	1.00000	25.00		
RT	AT	Rail travel Austria	1	3.99	eur	3.99	1.00000	3.99		
			0	0.00		0.00	0.00000	0.00	3.99	
			0	0.00		0.00	0.00000	0.00		
								Total EUR :	271.09	

Completed by :
06-Apr-17

0.00

Advance paid: EUR

Payment due: **Total EUR : 271.09**

3rd party	Description of the expense	Amount €
AMEX	Flight	480.19
AMEX	Booking fee	21.98
AMEX	train	182.64
Total € =		684.81

AUTHORISING OFFICER	
"Good for payment"	
Item: 3040	Commitm.: OSH.6049
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3040-C1 : **EUR 935.90**

Is the mission combined with week end? **Yes**

- (1) Mission combined with week end, substitute time is applied for the return of the mission
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION 935.90

PO.OSH. **16242**

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Florence - International Conference on active ageing**
 Mission ref (Internal): **CS 5/17**
 Activity: **4.3 HWC 2016-2017**
 Start of mission: **13/03/2017 09:45** (1)
 End of mission: **15/03/2017 00:40**
 Duration of mission: **1 days 14:55 hours**
 Number of daily allowances: **2**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	IT	Daily allowance Italy	2	98.00	eur	196.00	1.00000	196.00	
RM	IT	Reduction for meals Italy	1	-29.40	eur	-29.40	1.00000	-29.40	
H	IT	hotel expenses Italy	1	109.00	eur	109.00	1.00000	109.00	109.00
TA	ES	taxi Spain	1	26.00	eur	26.00	1.00000	26.00	110.00 (2)
TA	ES	taxi Spain	1	28.00	eur	28.00	1.00000	28.00	
TA	IT	taxi Italy	1	28.00	eur	28.00	1.00000	28.00	
TA	IT	taxi Italy	1	28.00	eur	28.00	1.00000	28.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	385.60

Completed by:	0.00	Advance paid:	EUR
06-Apr-17		Payment due:	Total EUR : 385.60

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	315.81
AMEX	Booking fee	21.98
Total € =		337.79

AUTHORISING OFFICER	
"Good for payment"	
Item: 3040	Commitm.: OSH.6049
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3040-C1 :	EUR	723.39
--------------------------	-----	--------

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time is applied for the start of the mission according to proposal from AMEX
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION	723.39
-----------------------	--------

PO.OSH. 18241

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK**

Destination of mission: **Brussels - DG EMPL Exchange of views/ heads of Admin and Heads of EU Agencies meetings**

Mission ref (Internal): **CS 3/17**

Activity: **6.4 Strategic & Operational Networking**

Start of mission: **27/02/2017 11:25**

End of mission: **03/03/2017 00:35**

(1)

Duration of mission: **3 days**

13:10 hours

Number of daily allowances: **4**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	4	102.00	eur	408.00	1.00000	408.00	
RM	BE	Reduction for meals Belgium	1	-30.60	eur	-30.60	1.00000	-30.60	
H	BE	hotel expenses Belgium	3	162.16	eur	486.48	1.00000	486.48	486.48 (2)
RB	BE	Reduction for breakfast Belgium	3	-15.30	eur	-45.90	1.00000	-45.90	
TA	ES	taxi Spain	1	25.00	eur	25.00	1.00000	25.00	63.00 (3)
TA	BE	taxi Belgium	1	38.00	eur	38.00	1.00000	38.00	
		Diference in flight ticket	-1	285.62	eur	-285.62	1.00000	-285.62	(4)
		0	0	0.00		0.00	0.00000	0.00	
		0	0	0.00		0.00	0.00000	0.00	
		0	0	0.00		0.00	0.00000	0.00	
								Total EUR :	595.36

Completed by : ^
15-Mar-17

0.00 Advance paid: EUR
Payment due: Total EUR : **595.36**

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	451.02
AMEX	Booking fee	21.98
AMEX	Flight	243.59
AMEX	Booking fee	21.98
Total € =		738.57

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : EUR **1333.93**

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time is applied for the return of the mission according to proposal from AMEX
- (2) Supplementary payment request re. Hotel provided by agent
- (3) Supplementary payment request re. taxi provided by agent
- (4) Cost of direct flight 452.95€, cost of the ticket paid by EU-OSHA with private detours 738.57€, the diference (285.62€) is deduced to the agent

TOTAL COST OF MISSION 1333.93

PO.OSH. **16146**

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCHKEK** Destination of mission: **Brussels - Training DG EMP staff**
Mission ref (Internal): **CS 2/17**
Activity: **6.4 Strategic & Operational Networking**

Start of mission: **01/02/2017 11:25**

End of mission: **03/02/2017 00:35**

Duration of mission: **1 days 13:10 hours**

Number of daily allowances: **2**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	2	102.00	eur	204.00	1.00000	204.00	
RB	BE	Reduction for breakfast Belgium	1	-15.30	eur	-15.30	1.00000	-15.30	
H	BE	hotel expenses Belgium	1	163.00	eur	163.00	1.00000	163.00	163.00 (1)
TA	ES	taxi Spain	1	26.00	eur	26.00	1.00000	26.00	134.00 (2)
TA	ES	taxi Spain	1	28.00	eur	28.00	1.00000	28.00	
TA	BE	taxi Belgium	1	40.00	eur	40.00	1.00000	40.00	
TA	BE	taxi Belgium	1	40.00	eur	40.00	1.00000	40.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	485.70

Completed by :
15-Mar-17

0.00 Advance paid: EUR
Payment due: **Total EUR : 485.70**

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	591.97
AMEX	Booking fee	21.98
Total € =		613.95

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : **EUR 1099.65**

Is the mission combined with week end? **No**

- (1) Supplementary payment request re. hotel provided by agent
- (2) Supplementary payment request re. taxi provided by agent
- (3)

TOTAL COST OF MISSION 1099.65

PO.OSH. **16145**

BREAKDOWN OF MISSION EXPENSES

Name: **Christa SEDLATSCEK** Destination of mission: **Brussels - Conference: The European Pillar of Social Right**
 Mission ref (Internal): **CS 1/17**
 Activity: **6.4 Strategic & Operational Networking**
 Start of mission: **22/01/2017 10:55** (1)
 End of mission: **24/01/2017 00:35**
 Duration of mission: **1 days** **13:40 hours**
 Number of daily allowances: **2**

code	country	Description of the expense	Quant.	Amount	Curr.	Total in currency	Euro rate	Euro	Claimed by agent
DA	BE	Daily allowance Belgium	2	102.00	eur	204.00	1.00000	204.00	
RM	BE	Reduction for meals Belgium	1	-30.60	eur	-30.60	1.00000	-30.60	
H	BE	hotel expenses Belgium	1	148.00	eur	148.00	1.00000	148.00	148.00
TA	ES	taxi Spain	1	25.00	eur	25.00	1.00000	25.00	125.60 (2)
TA	ES	taxi Spain	1	27.00	eur	27.00	1.00000	27.00	
TA	BE	taxi Belgium	1	35.00	eur	35.00	1.00000	35.00	
TA	BE	taxi Belgium	1	38.60	eur	38.60	1.00000	38.60	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
			0	0.00		0.00	0.00000	0.00	
								Total EUR :	447.00

Completed by : 01-Mar-17	0.00	Advance paid: EUR	
		Payment due: Total EUR :	447.00

Expenses already paid by EASHW		
3rd party	Description of the expense	Amount €
AMEX	Flight	409.63
AMEX	Booking fee	21.98
Total € =		431.61

AUTHORISING OFFICER	
"Good for payment"	
Item: 3060	Commitm.: OSH.6054
Name: _____	
Signature: _____	
Date: _____	

Budgetary line 3060-C1 : EUR 878.61

Is the mission combined with week end? Yes

- (1) Mission combined with week end, substitute time is applied for the start of the mission according to proposal from AMEX
 (2) Supplementary payment request re. taxi provided by agent
 (3)

TOTAL COST OF MISSION 878.61

PO.OSH. 16050