|  |  |
| --- | --- |
| Name, Last Name | Address Country Insert Tax Ref. No. Insert VAT ID |

|  |  |
| --- | --- |
| GFA Consulting Group GmbH |  |
| Eulenkrugstraße 82 |  |
| 22359 Hamburg |  |
| Deutschland |  |

Place,Date

**Project/Study Name:** EU MS Preparedness Training **in:** Italy

**for the corresponding Department of GFA:** Health Department

**Invoice covering period:** 19-20 March 2025

**Invoice number:** 1

**Cost centre:** 2182020

Sir / Madam,

I hereby charge you for the above-mentioned travel costs for the National Workshop, 19-20 March 2025, as follows:

|  |  |  |
| --- | --- | --- |
|  | Travelling expenses as per enclosure  | 0.00 CC105Currency |
|  |  |  |
|  | Total | 0.00 CC105Currency |

*If you are a resident of Germany but not subject to VAT → please add the following sentence:*

*“The issuer of the invoice is not subject to VAT (according to art. 19 VAT German UStG).”*

*If you are a resident of another EU country (not Germany) and are not subject to VAT → please add the following sentence:*

*“I’m not subject to VAT.“*

*Please transfer the sum of* 0.00EUR *to my account:*

Account holder: Insert Account holder

Name of Bank: Insert Bank Name

Account No.: Insert Account Number

Bank Code Number: Insert Bank Code Number

**SWIFT Code:** Insert SWIFT Code

**IBAN Number:** Insert IBAN Number

I hereby declare that I have not submitted this invoice to my employer.

Sincerely yours,

Name and Signature