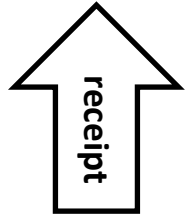


DECLARATION FORM



STEP-BY-STEP PLAN

1. Make sure you have a receipt of your payment (**NO** copy, photo etc.)
2. Print this form (no digital declarations)
3. Fill in the declarants information **CLEARLY** and **READABLE**
4. When the receipt includes multiple payments, be specific on which payment(s) you want to claim
5. Staple your receipt/invoice **AT THE ARROW** on the **BACK** of this form
6. Check if you did the steps above
7. Give your signature at the bottom of this form
8. Make sure you give this form to the treasurer or put it in the Centauri-mailbox

CONDITIONS

- NO RECEIPT → NO MONEY
- It is not possible to hand in a declaration form digitally.
- The declaration form needs to be filled in readable.
- The declaration form needs to be filed within 4 weeks after the invoice date.
- The declaration form needs to be filled in completely.
- It has to be clear which payments, that are on the receipt, you want to claim.

The treasurer assesses your declaration

If you think you cannot suffice the step-by-step plan above for a good reason, please contact the treasurer **AS SOON AS POSSIBLE**.

DECLARANT

NAME	
DATE	- -
IBAN-NUMBER	
AMOUNT	€
DESCRIPTION	
EMAIL ADDRESS	
PHONE NUMBER	

TREASURER

NAME	
DATE APPROVAL	- -
POST	
EMAIL ADDRESS	
PHONE NUMBER	

SIGNATURE DECLARANT

Hereby you declare to have filled in the form completely and truthfully.
Moreover, you agree to the above mentioned conditions.

SIGNATURE TREASURER

Hereby the treasurer approves the declaration and considers
the declaration as handled.