Dear Sir/Madam,

The development of university teachers' competences with the aim to improve their teaching is one of the greatest challenges and opportunities for increasing the quality of higher education.

 We cordially invite all higher education stakeholders and/or experts to submit a proposal or register for the international conference on **QUALITY OF UNIVERSITY TEACHING AND LEARNING**, which will be held on **Wednesday April 6, 2016** in **Brdo pri Kranju, Slovenia**. After the conference a scientific monograph of articles/papers will be published (submission deadline for the registration of proposals: **February 10, 2016**). Topic of the conference: *IMPROVING TEACHING AND LEARNING PROCESSES IN HIGHER EDUCATION.*

The details about the conference, e-form for the abstract submission or e-application for online registration as well as contact details can be found on the following webpage – [CLICK HERE](http://www.cmepius.si/visokosolsko-izobrazevanje/qutl-international-conference/).

***In accordance with the project, all travel and accommodation expenses for the first 10 active participants from the Balkan region who will submit their proposals and whose proposals will be accepted for presentation will be covered by our national agency CMEPIUS. Please read the details on the REIMBURSEMENT PROCESS in the attached document.***

We are kindly asking you to spread the information about the conference among your colleagues.  
  
We look forward to seeing you at the conference and wish you a Happy New Year 2016!  
  
Katarina Aąkerc  
on behalf of the organzational and programme committee of the conference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | CMEPIUS Ob ľeleznici 30a | SI-1000 Ljubljana tel +386-1-620-94-85 | fax +386-1-620-94-51   |  |  | | --- | --- | | [**spletna stran**](http://www.cmepius.si/)**| [facebook](http://www.facebook.com/Cmepius) | [zemljevid](https://www.google.com/maps/place/CMEPIUS,+Ob+%C5%BEeleznici+30a,+1000+Ljubljana,+Slovenija/@46.0601293,14.5372614,17z/data=%213m1%214b1%214m2%213m1%211s0x47653264dac36b61:0x36e0e09814292965?hl=sl) |**[**e-naslov**](mailto:info@cmepius.si) |  | | |

**Name and address of the Expert/Participant**

**Passport or ID number:**

CMEPIUS

Ob železnici 30a

SI-1000 Ljubljana

Slovenia

Attn.: Ms. Alenka Flander, director

# Request for Reimbursement

**Event:**

**Date and place of the event:**

In accordance with the above mentioned Project/Event I hereby request a payment of the reimbursables as follows:

|  |
| --- |
| Mean of travel: |
| Destination: |
| Costs of travel[[1]](#footnote-1): |
|  |
| Other costs: |
|  |
|  |

## Total EUR

I certify that these particulars are accurate and that I have not received and shall not receive similar reimbursement from any other organization or individual in respect of the same travel or subsistence expenditure.

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You are kindly request to transfer the amount to the following bank account:

|  |  |
| --- | --- |
| Account Holder: |  |
| Name of the bank: |  |
| Address of the bank: |  |
| Bank Account Number IBAN (obligatory): |  |
| BIC/SWIFT: |  |

Date: Signature:

1. Travel costs must be given in the currency concerned and substantiated by a copy of the ticket. If the price is not shown on the ticket, the copy of original of the travel agency’s invoice must be submitted or, failing that written confirmation of the electronic reservation. [↑](#footnote-ref-1)