

To: claudine.le-vaou@lptms.u-psud.fr

Cc: martin.lenz@u-psud.fr

Dear Ms. Le Vaou,

Martin Lenz invited me to give a talk at the Physics/Biology seminar and I am contacting you to set up the "ordre de mission" for my reimbursements.

First Name:

Last Name:

Date of Birth:

French social security number: (if applicable)

Personal address:

Travel dates & means of transportation

Arrival:

Departure:

Bank account details:

(attach a RIB for French banks)

(attach an official document from your bank including your IBAN/SWIFT and BIC for international banks outside the US)

(attach an official document from your bank including your Bank routing number and account number for US banks)

You will also find attached a copy of my passport/official identification document.

Thank you.