

REQUEST FOR REIMBURSEMENT OF COSTS

Your Details	
Name	
Organisation	
Purpose of travel (name of event)	
Eurodiaconia event contact	
Activity date	
Venue (place)	

Travel to and from event		Cost in local currency	Cost in Euros	Receipt no. (eg 1,2,3...)
Plane	Departure Form.....date..... time.....			
	Return Form.....date..... time.....			
Train	Departure Form.....date..... time.....			
	Return Form.....date..... time.....			
Bus/ Other	Departure Form.....date..... time.....			
	Return Form.....date..... time.....			
Total Travel Costs	*please include proof of cost and exchange rate see above		€	

Subsistence		Cost in local currency	Cost in Euros	Receipt number
Please use 1 line for each receipt / invoice				
Accommodation Costs	€...../nights Number of nights..... Total Hotel cost..... € Name of Hotel.....			
Local Transport (bus, metro etc)				
Other (please specify)				
Total cost Subsistence				€
			Local currency	Euro amount

Total reimbursement requested - Please specify in which currency you wish to be reimbursed and value in local currency		
---	--	--

	Checklist – Please ensure all requirements are met before sending	
2	Name of bank	
3	IBAN	
4	BIC(SWIFT) if outside EU or payments in GBP	
5	Name of Account holder	
6	Attached proof of exchange rate*	
7	Original boarding passes and tickets attached to page 3 use extra pages if necessary	
8	Invoice or receipt relating to boarding passes**	
9	Include evidence for “Best value for money” ***	
10	Signed and dated declaration below	

I declare that I have not received reimbursement from any other source.

.....
(Place, date)

.....
(signature)

<p>Please send original receipts and boarding passes to: Eurodiaconia Rue Joseph II 166 Brussels, B-1000 Belgium</p>

For further details you can contact andrea.witt@eurodiaconia.org or your contact at Eurodiaconia.

*https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en
attaching a proof of the exchange rate

**Electronic boarding passes are those sent to your smart phones or printed off emails.

**Please attach original boarding passes, tickets and receipts to this page. Use an extra page if required.
Please write a receipt number next to each receipt as indicated on page 1.**

RULES FOR REIMBURSEMENT

Events, Networks, Conferences and Meetings

Why these rules?

These rules are intended to give guidance to both the secretariat and to members and to avoid awkward situations with regards to money. Eurodiaconia has a limited amount of funding available each year and we take very seriously the need to be good stewards.

If you have any questions about these rules and guidance please contact Eurodiaconia's Head of Operations: andrea.witt@eurodiaconia.org.

Who can apply?

- Eurodiaconia will normally only provide financial support for participants in events coming from members in Central and Eastern Europe or from countries where the member is related to a minority church. Other requests for financial support will be treated only in exceptional cases.
- Normally, only 1 participant per member organisation will be given financial support for an activity.
- Only participants specifically linked to or representing Eurodiaconia members will receive financial support to attend a meeting.

Travel

- Bookings should be made in good time so as to take advantage of cheaper fares.
- Approval must be received from the Eurodiaconia Secretariat prior to purchasing travel tickets costing above 300 €
- All travel should be economy standard. No business class fares can be reimbursed.
- Taxis will only be refunded if approval has been received from the Eurodiaconia secretariat first.
- The cost of travelling by car will no longer be reimbursed by cost per kilometer/mile – petrol is not reimbursed. Rather, participants will only be reimbursed the equivalent of the second-class rail fare for the same journey. Members wishing this reimbursement will need to provide evidence e.g. print out, of the cost a 2nd Class train ticket from the relevant train operator.
- Car parking is not eligible for reimbursement.

Accommodation

- Normally, hotel accommodation will be arranged by the participants directly.
- Eurodiaconia will reimburse up to 90 € per room per night. Prior to booking a room yourself, approval must be received from the Eurodiaconia Secretariat.
- Hotel stays should only be for the duration of the meeting unless the cost of travel is prohibitively high or long travel times mean this is impossible. Approval for extended hotel stays must be received from the Eurodiaconia Secretariat.

- Meal costs are not eligible for reimbursement. Eurodiaconia provides meals during the meeting as noted on the relevant meeting agenda.

Important

- Applications for financial support should be made when registering for the event. However, no travel or accommodation should be booked until the Eurodiaconia Secretariat has confirmed if financial support will be given.
- Travel costs can only be reimbursed upon presentation of original receipts/invoices **AND** boarding passes/tickets.
- Electronic boarding passes are acceptable where a screen print of the boarding pass has been made and signed by the person travelling.
- Eurodiaconia has a limited amount of funding available each year and we take very seriously the need to be good stewards. To this end please be thoughtful when incurring expenses to ensure best value for money and no excessive spending.
- Claims for reimbursement should be received **within the two weeks following an event** and should be sent **by post** to Eurodiaconia, Rue Joseph II 166, 1000 Brussels, Belgium.
- If the complete reimbursement form is not submitted within 14 days after the event has taken place, it is presumed that no claim for payment or reimbursement of expenses will be requested by the participant.
- Please send all claim forms and tickets etc. for the entire trip together, attached to paper where loose, and not in separate mailings.

PLEASE CHECK YOUR REIMBURSEMENT AGREEMENT MADE PRIOR TO THE MEETING AND READ THE RULES ABOVE BEFORE COMPLETING

ADD SAMPLE FORM AND RECEIPTS

The screenshot shows the 123inkt.be website interface. The main content area displays a confirmation message: "Bedankt voor uw bestelling! Uw bestelling is succesvol afgerond en zal zo spoedig mogelijk worden verzonden." Below this, there are promotional banners for various printer models (123accu.nl, 123led.nl, 123schon.nl, 123-3D.nl) and a "Winkelwagen" (Shopping Cart) section showing a total of € 0,00. A large "LAAGSTE PRIJS GARANTIE" (Lowest Price Guarantee) banner is also visible.

The invoice section is titled "Factuuradres:" and "Afleveradres:". The invoice table is as follows:

Winkelwagen	Aantal	omschrijving	Product	Prijs	Totaal
2	054914	HP 973X (L0S07AE) inkcartridge zwart hoge capaciteit (origineel)		€ 102,50	€ 205,00
1	054916	HP 973X (F6T81AE) inkcartridge cyaan hoge capaciteit (origineel)		€ 97,50	€ 97,50
				Subtotaal	€ 302,50
				Verzend- en administratiekosten (thuisbezorgd door PostNL)	€ 3,95
				Totaal (incl. 21% btw)	€ 306,45

At the bottom of the invoice, it states: "U heeft gekozen voor betaling achteraf."