

**RECEIPT (OTHER COSTS)**

<b>Account holder</b>		
<b>Address</b>		
<b>IBAN</b>		
<b>BIC</b>		
<b>Activity</b>		
<b>Name participant</b>		

<b>Project, representation, insurance &amp; visa costs:</b>				<i>To be completed by DBYN</i>
<b>Date</b>	<b>Description</b>	<b>Price</b>	<b>Currency</b>	<b>In Euro</b>
				€
				€
				€
				€
				€
				€
				€
				€
<b>Total reimbursement claim</b>				€
<b>Maximum reimbursement</b>				€
<b>Total paid</b>				€
<b>Difference</b>				€

I, the undersigned, certify that the information in this reimbursement claim is correct:

<b>Total expense made (amount written in full):</b>	<b>Date</b>	<b>Signature</b>

## TERMS & CONDITIONS

### Project costs

Host organisations, trainers, facilitators and Salesian Chaplains can claim the reimbursement of subsistence costs, as well as for materials or services purchased for the activity. The reimbursement claim will be assessed by the international secretariat before determining the full reimbursement, as the prices for subsistence need to be reasonable.

### Representation costs

Representatives mandated by DBYN's statutory bodies can claim subsistence costs for attending meetings to represent the network. The reimbursement claim will be assessed by the international secretariat before determining the full reimbursement, as the prices for subsistence need to be reasonable.

### VISA costs

The visa costs of the participants will be reimbursed 100%, unless another arrangement is made between the sending organisation, participant and the international secretariat of Don Bosco Youth-Net ivzw. The reimbursement form needs to be completed for each individual participant. If a VISA invoice is shared over more than 1 participant, a reimbursement claim needs to be sent for each participant. The original proof is attached to the first claim; copies need to be attached to the other(s).

### Insurance

Depending on the agreements between DBYN and the sending organisations, the participants can use this form to claim individual travel insurance.

### Deadline claim

This reimbursement form needs to be returned to the international secretariat, including all proof asked for in the reimbursement form. The reimbursement form needs to reach the international secretariat within the month after the last day of the activity. If the reimbursement will arrive later, an administrative cost of 30% will be deducted from the reimbursement claim. Reimbursement claims received after the closure of the relevant project or financial year will be considered ineligible. DBYN cannot be held responsible for reimbursement claim that are lost in the post.

### Proof

For each expense claimed, the participant needs to attach proof (in original) of this cost.

### Conversion to euro from other currencies

Please indicate the currency in the assigned column, using the correct ISO code (EUR, GBP, USD, CZK, PLN, ...). DBYN will use the official monthly exchange rate published by the European Commission on their website:

- [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

### How to complete

<b>Account holder</b>	<i>Official name of the account holder</i>
<b>Address</b>	<i>Street and number account holder</i>
	<i>Postal code, town and country account holder</i>
<b>IBAN</b>	<i>Please use 1 box per digit</i>
<b>BIC</b>	<i>Please use 1 box per digit</i>
<b>Activity</b>	<i>Title of the activity for which the expenses are claimed</i>
<b>Name participant</b>	<i>Name of the participant for whom the expenses are claimed (optional)</i>
<b>Date</b>	<i>Date of travel</i>
<b>Description</b>	<i>Describe the expense claimed</i>
<b>Price</b>	<i>Price travel ticket, number only</i>
<b>Currency</b>	<i>Currency in ISO code (EUR, GBP, ...)</i>

<i>Write the full amount of the expenses which you claim per currency</i>	<i>Date when form is completed</i>	<i>Signature of account holder</i>
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<b>Total expense made (amount written in full):</b>	<b>Date</b>	<b>Signature</b>
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### To be completed by DBYN

All cells with a double lining need to be completed by the international secretariat of Don Bosco Youth-Net ivzw. All other boxes are to be completed by the participant or account holder.